# SPECIAL COLLECTIONS ANNUAL REPORT

July 1, 1949 - June 30, 1950

Dr. Carl M. White

Director of The Libraries

Dear Sir:

I have the honor of submitting the following report of the year's activities within the Department of Special Collections. Those of the major sub-divisions of the Department are discussed only very briefly herein, and fuller treatments will be found in the attached individual reports prepared by the various officers in charge.

This report contains but an inadequate record of the combined accomplishments of a loyal and industrious staff, the members of which have accepted without question or complaint many added responsibilities that have come as a result of the library-wide retrenchment.

Respectfully submitted,

Roland Baughman

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Head of Special Collections

July 1, 1950.

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A. ACCOMPLISHMENTS OF THE YEAR

1. Reader Service

Use by readers of Special Collections materials remains at three times the level reached in the final year in Low Library (1946/47), despite a substantial reduction in our hours of opening and the removal of the newspaper microfilms from our responsibility. The decline over last year in readers' visits for the consultation of books and manuscripts is negligible, while the amount of such material consulted has actually increased by twelve percent. The decrease in microfilm readers and use is readily accounted for, in the main, as a result of the transfer of the newspaper microfilms. The fact that the reading machines are in almost constant daytime demand indicates longer per-reader consultations—and, possibly, that personally-owned films are growing in vogue.

If readers have been seriously handicapped by our curtailed evening schedule, this has not been reflected in the statistics, which seem to indicate that readers have adjusted easily. Inasmuch as the reduction from five to two evening openings each week has not brought about overcrowding of the remaining evenings (quite to the contrary, such openings are still for the most part only sparsely attended, both as to book and microfilm use), we must assume that the evening schedule is less a necessity than a convenience to a relatively limited group. The advisability of further reducing our evening schedule will be more fully discussed below.

2. Development and Organization of the Collections

Exclusive of Columbiana and the various archival collections, this department now administers more than 190,000 volumes. The current rate of accessions is well below last year's figure, which was abnormally large due to several en-bloc transfers such as the Hungarian Reference Library, the Masters' Essays, and others. New cataloging this year did not vary markedly from previous records, but acquisitions of manuscript collections reached an unusual peak.

a. Book Acquisitions. By the expenditure of Special Collections funds about 800 books were added this year. This, of course, does not take into account the many volumes purchased with other library funds which have been directed to this department. Book purchases worthy of individual mention include: the Works of Nathaniel Lee, 1694, (only one other copy in America is listed by Wing); a group of seven early 16th-century mathematical treatises for the Smith collection; Aristotle's Decem librorum moralium, 1516, for the Lodge collection; and Percy MacKaye's The Mystery of Hamlet, 1950, in a special limited subscription edition.

Among important gifts of printed materials are those of Mr. Frederick Coykendall (609 volumes, including the original issues of The Tatler); Miss Mildred Sawyer (330 items, mostly for inclusion in the Moncure D. Conway collection); Mr. Clarence Epstean (24 books and periodicals relating to the history of photography); and Mrs. Frank J. Sprague (18 books by and about Walt Whitman, and other items).

b. Manuscript and Archival Acquisitions. Several individual items and collections in this category were purchased during the year, perhaps the most important single manuscript being the 7-volume "journals" of Jules Champfleury (1821-1889), purchased with the Manners fund. Purchases of

archival collections have been made principally by means of the Bancroft fund. This year such purchases included a large group of personalia of Lincoln Steffens, and a series of nearly 300 letters of George W. Cable.

The rate by which gifts of archival material are being acquired has mounted steadily as the Oral History Project has gained momentum. Five major groups were received this year as a direct result of the Project, among them two deposit collections (the Herbert Parsons Papers, 14,700 items, and the John A. Dix Papers, 1,000 items). Unrelated to the Project, however, are the bequest of the late Plato E. Shaw, '19, of his father's Mediterranean business correspondence of the mid-19th century; the professional papers of the late Professor Wesley Clair Mitchell, economist, presented by his widow and children; a significant collection of Negroana presented by Mr. L. S. Alexander Gumby; the Livingston Family Papers (86 letters and documents, 1785-1893, "presented by members of the Livingston family in memory of James Duane Livingston, '81"); and a selective group of American documents and letters presented by Mr. Seymour Adelman. In addition, an extensive collection of Joseph Pulitzer correspondence, formerly administered by the School of Journalism, was this year deposited in Special Collections.

c. Transfers from the General Stacks. Pressure of other duties has again prevented a consistent attack on the work of transferring rare and old books from the general stacks to Special Collections, but even so such transfers have averaged about 25 each month. This, of course, is over and above the relocation of the manuscripts catalogs in this department, many of which are 16th and 17th century imprints. The Manuscripts Catalogs file now numbers some 1,300 volumes.

d. Processing. It is with deep satisfaction that we record a resumption by the Cataloging Department of work on the tremendous backlog of Special Collections unprocessed books. Though still on a small scale, the work has been extended into several collections that have been much on our minds—the Seligman and Coykendall books, and the microfilm file.

As a means of providing reader access pending cataloging, all Seligman books printed before 1850 have been arranged in a single chronological file, numbering nearly 16,000 items. In addition, more than 1,000 Seligman broadsides have been separately sorted and arranged by date of imprint, in preparation for a possible published list of this important material.

In the area of archival and related-records collections the situation is much less reassuring. The spectacular rate at which Columbia is accumulating such material has spotlighted the fact that as yet no effective means have been provided for rendering it available to students and scholars. This problem will be discussed more fully in its proper place, and it is only needed to emphasize here that the matter is urgent and that recent experiments resulted in good progress at fairly low cost.

3. Exhibitions

Two major exhibitions were installed during the year. In September a display commemorating the 200th anniversary of the birth of Goethe (1749) was installed in the cases adjacent to the circulation desk on the third floor. In March "Balzac in America," commemorating the 100th anniversary of Balzac's death (1850) was installed in the foyer cases. The latter exhibition was based on a recently completed Columbia doctoral dissertation by Rubin Cohen. Two other major exhibits are in process: "The Modern Near East" is being prepared by Dr. Mendelsohn and will go on display in July; and one in commemoration of the 300th anniversary of the death of Descartes

is being planned for the Fall, drawing on extensive holdings in the Smith and Spinoza collections.

With minor assistance from Special Collections the Anthropology Department installed a Rotunda exhibit for the period September 5-15, 1949. The occasion was the meeting of the International Congress of Americanists, and the display featured recent archaeological discoveries in Peru.

Lesser exhibits included a selection of early railroad prints from the Parsons collection; books and manuscripts relating to India, selected and installed in the Rotunda by Dr. Mendelsohn for the Convocation at which Prime Minister Nehru was awarded the degree of Doctor of Laws; and a highly attractive and effective display illustrating the purposes and techniques of the Oral History Project, arranged by Mr. and Mrs. Dean Albertson.

4. Premises & Equipment

We have occupied our new reading room for exactly one year, and it is clear that the move was well advised. What our present quarters may lack in impressiveness as compared with our former ones is more than made up for in increased efficiency of reader service and supervision of the staff, and in the over-all workability of the department.

The normal capacity of the new reading room is 17 desks, which in emergencies can be increased to 20. This is quite adequate insofar as advanced students and scholars are concerned—we have approached capacity only when course students have come in large groups to use reserve books. In March and April the room was closed for redecoration for a period of three weeks. During that time temporary quarters were set up in room 655. The seating capacity of the area being limited, all S.L.S. reserve books were deposited with the S.L.S. library for the period. This proved quite workable, and suggests an answer to future over-crowding problems.

Only one major objection to the new reading room has developed. The ventilation, even though it is connected with the stack air system, has proved to be inadequate for large attendance during excessively hot weather. With the air-conditioning not in operation during the coming summer, the problem may become really serious. A large fan has been obtained, to provide the best circulation of air possible under the circumstances.

5. Divisional Activities

The following comments are brief resumés only; for fuller accounts of the divisional activities see the attached reports of the American History Bibliographer, the Curator of Columbiana, the Curator of Near East Collections, and the assistant director of the Oral History Project.

a. Bancroft Bibliographer in American History. Dr. Reinhard Luthin estimates that about thirty candidates for degrees in United States history have been given bibliographical assistance, and reports that faculty members have been consulted as to their library needs in his area. He has engaged in several scholarly activities, including preparation of an article, "The Flowering of the Southern Demagogue," for The American Scholar.

Among Americana materials acquired with the assistance of the Bibliographer are: The Gumby Negroana Collection; the Lincoln Steffens Papers; the George W. Cable letters; a run of the Philadelphia Press, 1860-69; and various microfilms of collections and newspapers. These are of course in addition to many individual items purchased with Bancroft funds.

b. Columbiana. Mr. Milton H. Thomas reports that the work of his department has been hampered by the reduction of his assistant's position to half-time. The collections are scattered in seven unconnected rooms, and, with only one person in attendance during much of the time, adequate service and supervision cannot be maintained. Even so, the recorded use of Colum-

biana was somewhat higher than in the past, and notable progress was made in assimilating a large collection of biographical material presented by the Alumni Office.

c. Near East Collections. Dr. Isaac Mendelsohn reports the acquisition of 229 new titles in his area, including 112 rare pamphlets relating to Jews in Romania during the 19th and 20th centuries. He records continued accomplishment in recataloging early Hebraica, 280 of which were processed during the year and made ready for transfer to Special Collections. He notes a heightened interest in his area by students and faculty members, attributable at least in part to the University's plan for establishing various Near and Middle East Institutes, of which those for Iran and Israel are already realities. Directly inspired by this program, the Curator has arranged and will shortly install a library exhibition entitled "The Modern Near East," featuring our resources for research.

d. The Oral History Project. Mr. Dean Albertson reports that, its value to scholarship well demonstrated by the accomplishments of its first, experimental period, the Project was this year able to obtain outside financial assistance. The Lucius N. Littauer Foundation made a grant of $6,000, which with increased support from the Bancroft Fund, provided an operating budget of $15,000.

With this impetus, which made possible a larger staff of interviewers and transcribers, the Project expanded its program notably. More than thirty completed memoirs were added, as compared with 7 in the first year. The acquisition of related books and documents, in both originals and photographic copies, was nearly ten times the 1948/49 total. The enlarged program brought a necessary transfer to larger quarters, and the need for even more space is foreseen as further expansion takes place. Mr. Albertson also underscores the urgent need to unburden Oral History of

the non-project work of processing archival gift material, a task that has grown out of all proportion.

B. PROBLEMS OF THE YEAR, WITH SUGGESTED REMEDIES

1. The Need for an Archives and Related-Records Processing Unit

No single problem faced by Special Collections has quite the magnitude of the question of what to do about archival and related-records collections. At the present rate of acquisition, it is possible only to provide shelf-room for the unorganized collections, indefinitely deferring in most cases the work of sorting and listing that must some time be done if the material is to serve any useful purpose. If continued, this situation will inevitably bring down criticism by prospective users, reflecting on the efficiency of the department and of the Libraries generally.

Needless to say, to be successful in attracting by gift and deposit valuable research materials in this category, we must demonstrate our good faith by making them available for scholarly use. This requires additional staff, for the present Special Collections staff already administers nearly 200,000 volumes (most of which are uncataloged), and cannot possibly take on the additional responsibility of processing "papers" on the required scale. A blueprint of what is needed was recently presented to the Library Development Committee for consideration. Since, however, it is unlikely that any significant progress can be made on this particular project in the very near future, it is urged that a start--any start--be made with whatever resources may be at hand.

From February through May just past the Library Administration, using accumulated salary credits, assigned a junior-clerk to the work of listing archival material. In that short period two recently acquired deposit collections, totalling nearly 16,000 pieces, were completely recorded under direct supervision of the Oral History Project. Without dwelling on the

fact that this is scarcely junior-clerk work (the appointee fortunately possessed judgment and responsibility of a high order), it may be noted that the experiment demonstrated the excellent results to be gained from a relatively minor budgetary expenditure. Accordingly, since most of the manuscript collections are acquired through the Bancroft endowment (either directly or via the Oral History Project) it seems proper to suggest that in the future a specified portion of the fund be allotted to the indispensable processing work. One CF3 stenographer, with guidance, would make substantial progress in keeping abreast of current acquisitions; two such assistants would enable us to make inroads on the backlog. If these positions can be provided, the staff of Special Collections pledges every possible assistance, and we will be heartened to await the full-scale program until such time as the Library budget or the Development Committee can put it into effect.

One further requirement remains--a place where the processing work can be centered. It is proposed that room 803 Butler (an unassigned conference room near the Special Collections office and the department's stacks on level 14) be designated the archives processing headquarters. This solution not only meets the problem with the least disturbance of present library space allocation, but it places the project where departmental supervision will be most readily available.

2. The Need for an Exhibitions Unit

It has been urged often in these reports and elsewhere that the work of planning, preparing, and installing exhibitions is a specialized function which cannot be effectively performed by staff members already pressed with full-scale responsibilities. The Head of Special Collections recognizes that the present library exhibitions program is inadequate. The simple facts are that the routine work of the department has increased tremendously in

the past three years (the collections have grown more than 35 percent, not including archival material, reader service has been tripled, and our hours of opening are up 50 percent), whereas the salary budget of the department--disregarding increments and base-pay increases--is actually lower than it was three years ago. Under these conditions we have had no choice but to relegate exhibitions work into the background.

A remedy was suggested in project form for the Library Development Committee recently. A professional librarian (PA2) was requested, to have the title of Exhibitions Technician, and to act under the direction of the Head of Special Collections in all matters pertaining to library exhibitions. Realization of this project may be some time away. Accordingly, means of accomplishing some immediate progress have been studied. If the Plimpton, Smith and Dale collections can be brought over to Butler Library as proposed, the half-time desk assistant now assigned to those collections can be used in many needed ways, including exhibitions work. We could thus take a significant step without adding to the over-all budget.

3. Complications of Full-Coverage Collections

In two major areas Special Collections attempts to offer full coverage--Book Arts and the Manuscripts Catalogs. Needless to say, such full coverage is not a logical function of Special Collections (both rare and non-rare materials being involved) because it necessitates double standards of care and supervision. Moreover full coverage makes evening opening mandatory, and experience has shown that evening use of Special Collections is overwhelmingly by course students who consult non-rare and secondary material. Relatively few advanced investigators take advantage of our evening schedule. Expensive staff resources that might be used to much greater advantage are thus required to supply service of a type not consistent with the Special Collections function, and to which other reading rooms are more effectively geared.

The Book Arts collection, for example, comprises not only fine and rare works which justify the standards of administration applied in Special Collections, but also much text-book and non-rare monographic material which is required in every-day course work, principally in S.L.S. This has necessitated double standards, with the result that both readers and staff are often confused, jeopardizing efficient service and the quality of supervision. An expedient to avoid this confusion will be more fully explored during the coming year. If all Book Arts books (other than actual rarities) which are required for S.L.S. courses are placed on reserve in the S.L.S. library, not only will our problems be simplified, but students will have full evening access to the books. This procedure was tried out for a short time recently, with apparent success.

The problem of the Manuscripts Catalogs is not serious, and various alternatives are open in dealing with it. One course would be to let the catalogs remain on the Special Collections reading room shelves, and to supply a key admitting to that room (but not to the rare-book stacks) to the S.L.S. librarian and/or the Circulation desk, so that urgent evening requests can be met. Another course would be to shelve the catalogs in stack I2, with access via both Special Collections and the S.L.S. library.

4. The Proposed Transfer of the Plimpton, Smith & Dale Libraries.

Early in the report year the Director of The Libraries obtained approval from the Honorary Curators of a plan to transfer the Plimpton, Smith and Dale Libraries to Butler Library, where they would be attached physically to the rest of Special Collections. Reasons behind the proposal were: better protection from fire and other hazards; fuller opportunities for use by qualified students; closer coordination with related materials and necessary reference tools; and increased staff facilities.

The cost of effecting the transfer was estimated by B & G as follows: structural changes, including redecorating and additional cages, $1,640; preparatory shifts within Butler, $1,155; transfer of the collections, including insurance, $3,465; miscellaneous, $311; total cost, $6,571. A request for permission to expend this amount was not granted by the University authorities, although the transfer was approved in principle.

Accordingly a revised estimate was prepared, comprising in part the B & G estimates and in part new figures obtained independently, and from which some items not absolutely urgent were omitted; new total, $3,650. A request for this amount has not been approved as the report year ends.

The Plimpton transfer, apart from the reasons set forth above, is of major importance to this department in resolving the staffing problems that are treated elsewhere in this report. Any progress, for example, in meeting the needs for exhibitions work within the present budget depends on reorganization of the existing staff; and the best remaining chance for this lies in the re-allocation of the Plimpton position. This cannot be done while the collections remain in Low Library.

5. Microfilm Problems

Microfilm coverage is growing consistently, and during certain hours of the day all requests for reading machines cannot be met. To date, however, we have noted a strong disinclination on the part of investigators to use microfilms during the evening hours. Discussion of this point with a scholar who works extensively with microfilms reveals that light evening use is not due to chance or whimsy, but to the very sound physiological fact that microfilm work is taxing at best and few scholars are able to undertake it at the end of a regular day's work. At any event, in the past six months there has been an average of less than one reader for each open evening, while daytime use has averaged seven readers. On an hour-for-

hour basis, daytime use is thus more than three times that of evening. Moreover, a considerable part of the 6-9 P.M. microfilm service represents short overlaps from afternoon use, leaving the machines idle for the remaining time. It is not unlikely, therefore, that substantially all microfilm service requirements could be met in the daytime if a sufficient number of reading machines were available. A request is being made for additional equipment, and the effect which this will have on evening use will be studied.

6. Staff Turnover

Staff turnover within the department proper was at a somewhat lower rate this year, possibly because individual positions were fewer. There were six appointments and six resignations (all clericals). Three staff members were promoted to higher rank, including one professional.

Columbiana experienced difficulty in holding its single part-time clerical assistant. Four appointments were made to this position, no individual remaining more than 2½ months. The present incumbent, Miss Marga Schuhmann, was appointed on June 1.

In Oral History the turnover was confined to the transcribers, among whom there were five appointments and five resignations. One interviewer, Mr. Owen Bombard, was appointed, and will continue his work next year.

C PLANS FOR 1950-51

1. Plimpton Transfer

Because in many ways further improvements in the efficiency of the department depend on accomplishing the Plimpton transfer, every effort will be made during the coming year to prepare the way for the shift, and thus to reduce the costs that will have to be met by special funds. Good progress is already being made in the shifting of collections within Butler, preparatory to the transfer. Further investigations of the costs of caging, etc.,

will be aimed at even greater reduction of the over-all expenditure.

2. Staff

The Plimpton position has recently been vacated. In refilling it, we will seek to appoint an assistant who has promise of general usefulness to the Department, especially in exhibitions work. We will thus be ready to take full advantage of the Plimpton transfer as soon as it is effected, with the least possible disturbance to the then existing staff.

3. Evening Opening Survey

As mentioned above, study of the practicability of further reduction of our evening schedule will be made, with particular attention to the problems of reserve books, microfilm readers, and the Manuscripts Catalogs. One purpose of reducing hours is to gain staff for the much-needed archival processing unit.

4. Space Allocation Within Special Collections

The proposed transfer of the Plimpton collection to Butler Library, and the increase in archival acquisitions, have necessitated a re-study of space allocation within the department. During the coming year efforts to re-locate our collections in accordance with the revised long-range plan will be made. Adequate vault space will thus be provided on level 13, and (when the duplicate documents are removed) space for some 4,000 manuscript boxes will be available on level 14.

As a result of the study, it seems clear that Special Collections will be able to accommodate normal growth for a period of from 5 to 10 years.

## D. STATISTICS

### I. Use of the Collections

| | 1949/50 | 1948/49 | 1946/47 |
|---|---|---|---|
| Reader Visits, books and Mss. | 5,676 | 5,776 | 1,968 |
| Reader Visits, microfilms | 932 | 1,960 (a) | |
| Total Reader Visits | 6,608 | 7,736 (a) | 1,968 |

(a) Includes 905 readers of newspaper microfilms, now transferred to Business Library

| | | | |
|---|---|---|---|
| Use on premises, books and Mss. | 12,804 | 11,613 | 4,428 |
| Use on premises, microfilms (reels) | 1,102 | 3,244 (b) | |
| Circulation | 10 | 4 | 2 |
| Intralibrary loan | 1,044 | 699 | 359 |
| Interlibrary loan, local | 8 | 6 | 8 |
| Catalog Department | 1,763 (c) | not included | not included |
| Bindery | 663 (c) | not included | not included |
| Total items used | 14,968 | 15,566 (b) | 4,797 |

(b) Includes 1,753 newspaper films, now transferred to Business Library.
(c) Not included in totals.

Note: Visits by readers were slightly fewer this year, even when correction is made for the loss of the newspaper microfilms. Use of Special Collections material, however, is higher than last year's record. Over-all use is more than three times the level reached in 1946/47, the last year the Department was located in Low Library.

On the next sheet will be found a break-down of the statistics in accordance with methods just adopted. Note that Photo Service figures are not separately available, as these have been included in Intralibrary Loan (the ultimate purpose being research, which is not the case with Catalog Department and Bindery calls).

CIRCULATION

ANNUAL
MONTHLY STATISTICS



COLUMBIA UNIVERSITY LIBRARIES

LIBRARY ~~Special Collections~~

DATE: ~~July 1, 1949-June 30,~~ 1950

| | I. USE IN LIBRARY | | | | II. CIRCULATION | |
|---|---|---|---|---|---|---|
| | A. Reserve | | B. Non-reserve | | A. Reserve | B. Non reserve |
| Units | 1. Signed | 2. Shelving | 1. Signed | 2. Shelving | | |
| Books | ~~2,055~~ | | ~~10,301~~ | | | 10 |
| Unbound periodicals | | | | | | |
| Vertical file | | | | | | |
| Graphic materials | | | | | | |
| Microfilm | | | | | | |
| Phonograph records | | | ~~1,102~~ | | | |
| Catalogs | | | | | | |
| Rental reserves | | | | | | |
| ~~Manuscripts~~ | | | ~~448~~ | | | |
| Sub-total | ~~2,055~~ | | ~~11,851~~ | | | 10 |
| TOTAL | | | | | | |
| GRAND TOTAL | | | | | | ~~13,916~~ |

| III. INTER & INTRALIBRARY LOANS | |
|---|---|
| A. Interlib. loan service | |
| B. Local interlib. loan service | ~~8~~ |
| C. Intralib. loan service | ~~3,044~~ |
| D. Photo service (included) (in C ) | |
| E. Technical services (Cat. ) (Dept.) | ~~1763~~ |
| TOTAL ~~MEMORY~~ | ~~663~~ ~~3478~~ |

| | |
|---|---|
| Attendance: Total door count | ~~6608~~ |
| Attendance: average spot check | |
| Hours open during month | |
| Receipts for Rental reserves | |

For "Notes and Comments" use additional sheet.

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## II. Growth of the Collections

| | 1949/50 | 1948/49 |
|---|---|---|
| 1. By transfer | | |
| Manuscripts Catalogs | (580) | (720) |
| Transfers from GL, etc. | (286) | (613) |
| Other | ——— | 21,206 (a) |
| 2. New Cataloging | 6,520 | 6,339 |
| 3. Total | 6,520 | 27,545 |

Note: Figures within parentheses are included in "New Cataloging"; (a) includes the Hungarian Reference Library, the Masters' Essays, and other large en-bloc transfers.

## III. Gifts & Purchases

### 1. Gifts.

a. The following gifts were received directly in Special Collections

| Donor | Item |
|---|---|
| Mr. Seymour Adelman: | 38 selected letters and documents, American |
| Mr. Roland Baughman: | To Remember Gregg Anderson, 1949. interest. |
| Mr. Raymond Baylis: | Printed memorial, autographed, for the Typographic Library. |
| Professor Donald Clark: | Giacomo Leopardi, Canti, 1949. |
| Mr. Frederick Coykendall: | 609 volumes of English & American poetry, and 2 volumes of the original issues of The Tatler. |
| Mr. Clarence Epstean: | 24 books and periodicals for inclusion in the Epstean collection on the history of photography. |
| Mr. Edwin P. Kilroe: | The remainder of his extensive collection on the history of the Tammany Society. |
| Professor Paul O. Kristeller: | His "Latin Manuscript Books before 1600",1948 |
| Prof. Robert T.Livingston and family: | 86 family papers, 1785-1893, presented "in memory of James Duane Livingston,'81." |
| Mr. Louis Marder: | Nathan Daboll, Schoolmaster's Assistant, ca. 1811. |
| Mrs. Wesley C. Mitchell and family: | The professional papers and correspondence of the late Professor Wesley Clair Mitchell, economist. |
| Professor Alexander Pilenco: | His unpublished manuscript, Tolstoi i Frantsiva. |
| Mr. Francis T. P. Plimpton: | John Nodin, British Duties of Customs, Excise, etc., 1792. |
| Professor Allen W. Read: | H. L. Mencken, "What the people of American Towns call Themselves," corrected printer's copy. |

| Donor | Item |
|---|---|
| Miss Mildred Sawyer: | 330 items, mss., books, pamphlets, photographs, objects, etc., mainly for inclusion in the Moncure D. Conway collection. |
| Mrs. Plato E. Shaw: | Business correspondence of her late husband's father, including letters from Sir Basil Zaharoff, munitions merchant. |
| Mrs. Frank J. Sprague: | 18 books by and about Walt Whitman, and 3 other items. |
| Professor Lynn Thorndike: | His "Check-list of Reproductions chiefly in the history of natural and occult science," 1949. |

b. Gifts via Bancroft

| | |
|---|---|
| Mr. L. S. Alexander Gumby: | His extensive collection of Negro historical documents, including mss., pamphlets, broadsides, clippings, etc. |

c. Gifts via Columbiana

| | |
|---|---|
| Mrs. Henry E. Rossell: | The ear trumpet used by President Barnard. |
| Mr. W. B. Sanford: | 72 text-books used in Columbia courses by his late father-in-law, Dr. R. T. Bang, '76. |
| Professor Lynn Thorndike: | His lecture notes of courses given by Professor H. L. Osgood and Munroe Smith. |

d. Gifts via Oral History Project

These are too numerous and varied for inclusion here. Please see the Annual Report of the Project.

2. Purchases

a. Use of Special Collections general and endowed funds.

| Fund | Units Acquired | Expenditure |
|---|---|---|
| 293, General | 170 | $1,678.56 |
| 4293, Americana | 320 | 729.80 |
| 409, American Drama | 1 | 100.00 |
| 456, English history and literature | 65 | 312.50 |
| 482, Early mathematica | 39 | 455.40 |
| 497, Early editions of classics | 83 | 636.43 |
| 510, New York literature | 3 | 11.70 |
| 530, History of Photography | 142 | 136.75 |
| | 823 | $4,261.14 |

Funds 293 and 4293 were used widely, among the most noteworthy items purchased in whole or in part by these funds being: 7 vols. of the "Journals" of Jules Champfleury (1821-1889); Konrad F. Bauer's Aventur und Kunst, 1940; 294 early American documents, mainly New England land titles; and an A.L.S. from Emerson to Daniel Jefferson, 29 June 1846.

The Manners Fund (456) was used for the purchase of Nathaniel Lee's Works, 1694, only one other copy being recorded in America; and 50 English political pamphlets, 1640-1650.

Among the Smith Fund (482) purchases was a volume containing 7 rare 16th-century mathematical treatises.

Numerous purchases were made by means of the new Lodge Fund (497), the most important one being Aristotle's Decem librorum moralium, 1516.

By means of the Bronson Howard Fund (409) a special subscription edition of Percy MacKaye's The Mystery of Hamlet, 1950, was acquired.

b. Purchases via the Bancroft Endowment.

Early in the Fall, the acquisition of western Americana by means of lists prepared by Dr. Herbert O. Brayer, State Archivist, Colorado, was completed. Including last year's work, 830 titles were processed, of which 409 were ordered and received, 302 proved to be already in the Libraries, and only 119 were for various reasons rejected. The total cost of the acquisitions has not been computed, but is estimated at about $8000.

In November purchase was completed of a collection of letters to Captain J. O. Given from business associates and members of his family. The letters are revealing as to seafaring life of the time (1850-1870).

With some assistance from fund 293, a collection was acquired consisting of nearly 300 letters of George W. Cable to Miss Adelene Moffat, relating to the organization and activities of the Home Culture Club, Northampton, Mass.

From Miss Ella Winter (acting in behalf of her son) was purchased an extensive collection of the papers and correspondence of Lincoln Steffens.

## IV. Organization of the Collections.

During the year, 6,887 items were cataloged for Special Collections, most of them representing new acquisitions or transfers. A few additions were made to uncataloged groups, including 83 Gonzalez Lodge additions and 39 Smith books. Moreover, good progress is to be noted in the cataloging of some of our waiting collections—768 Coykendall books for "B", 297 Seligman books, and many microfilm reels involving 160 separate works.

The most significant progress in processing of archival units was accomplished in connection with Oral History acquisitions. Six collections, not connected with OHP memoirs and varying from a group of half a dozen letters (L. E. Quigg collection) to a deposit collection comprising 14,736 pieces (Herbert Parsons papers) were listed and boxed for use by qualified investigators. This accomplishment was largely due to the availability for four months of a typist.

The department staff processed 95 miscellaneous manuscripts and listed one small collection, the Livingston Family papers (86 items).

Work was completed of arranging all uncataloged Seligman books before 1850 into a chronological file by date of imprint. A separate group of broadsides totalling 1,043 pieces is also arranged by date of imprint. From the main file, 297 items were selected for full cataloging, reducing the group to 15,607 pieces.

## V. Exhibitions.

1. July-September, 1949: Railroad prints from the Parsons collection; Butler Library, 3rd floor.
2. Sept., 1949-June, 1950: Goethe exhibition; Butler Library, 3rd floor.
3. 2 Sept.-14 Oct., 1949: Anthropology Dept. exhibit, Peruvian archeology; Low Library, Rotunda.
4. Oct.-Dec., 1949: Hindu books for Nehru Convocation; Low Library, Rotunda.
5. 16 Jan.-20 Feb., 1950: Oral History Project; Butler Library, lobby.
6. March-June, 1950: "Balzac in America"; Butler Library, lobby.

## VI. Staff

| | Name | Grade | Appointed | Up-Graded | Resigned |
|---|---|---|---|---|---|
| 1. | Roland Baughman | PA6 | 1 Sept. 1946 | | |
| 2. | Alice Bonnell | PA3 | 15 June 1942 | | |
| 3. | Mary Rita Burns | PA2 | 29 Sept. 1947 | 1 July 1949 from PA 1 | |
| 4. | Anna Cushing | CF3 | 26 Oct. 1937 | | |
| 5. | Juan Irizarry | CF3 | 8 July 1947 | | |
| | Helen Floros | CF3 PT | 22 Sept 1947 | | 3 Mar. 1950 |
| | Alfred Sharlip | CF3 PT | 25 Oct. 1947 | | 30 June 1950 |
| 6. | Lawrence Huggins | CF3 PT | 5 Feb. 1948 | | |
| 7. | Francis Hart | CF3 PT | 7 July 1948 | 12 Sept. 1949, from CF1 | |
| 8. | Thomas Molnar | CF3 PT | 26 Sept. 1949 | 27 Feb. 1950, from CF1 | |
| 9. | Mary Hough | CF3 PT | 26 Sept. 1949 | | |
| | Marguerite Parks | CF2 | 6 Feb. 1950 (temporary) | | 19 June 1950 |
| | John Morris | CF1 PT | 30 Sept. 1949 | | 31 May 1950 |
| | Richard Strong | CF1 PT | 27 Feb. 1950 | | 6 Apr. 1950 |
| | James Morris | CF1 PT | 14 Apr. 1950 | | 31 May 1950 |

| | Name | Grade | Appointed | Up-Graded | Resigned |
|---|---|---|---|---|---|
| | **American History Bibliographer** | | | | |
| 1. | Reinhard Luthin | PA5 | 1946 | | |
| | **Columbiana** | | | | |
| 1. | Milton H. Thomas | PA4 | 16 Feb. 1926 | | |
| | Marjorie Roberts | CF2 PT | 13 Oct. 1949 | | 9 Dec. 1949 |
| | Vivian Gluss | CF2 PT | 12 Dec. 1949 | | 16 Feb. 1950 |
| | Kathleen Daily | CF2 PT | 7 Mar. 1950 | | 26 May 1950 |
| 2. | Marga Schumann | CF2 PT | 5 June 1950 | | |
| | **Near East Collections** | | | | |
| 1. | Isaac Mendelsohn | PA4 | 1 July 1935 | | |
| | **Oral History** | | | | |
| 1. | Dean Albertson | PA4 | 15 Sept 1948 | | |
| 2. | Ruth Bryan | CF3 | 21 Feb. 1949 | | |
| | Harlan Davidson | CF3 PT | 6 May 1949 | | 26 Oct. 1949 |
| 3. | Owen Bombard | CF3 PT | 15 Sept. 1949 | | |
| | Dorothy Goodwin | CF3 | 26 Sept. 1949 | | 31 Mar. 1950 |
| 4. | Barbara Link | CF3 | 24 Oct. 1949 | | |
| | Blaine Wiener | CF3 | 17 Jan. 1950 | | 30 June 1950 |
| | Edith Kneaskern | CF3 | 1 Feb. 1950 | | 28 Apr. 1950 |
| | Stanley Lifflander | CF3 | 1 May 1950 | | 30 June 1950 |

## VII. Premises & Equipment

On July 1 the Special Collections Reading Room was transferred from 202 Butler to 653/654 Butler, which had been altered into a single room by the removal of a dividing wall. During the period March 27-April 10 this room was redecorated, the walls being painted a light green to improve the illumination.

The new quarters provide space for 17 readers under usual conditions, which can be increased to 20 in emergencies. Just adjoining, in a cage on level 12, is an area set apart for microfilm reading machines and for readers who need to use typewriters. In a separate cage are certain uncataloged collections to which readers may be given direct access.

The newspaper collection, two of the reading machines, and all of the newspaper microfilms were transferred to the supervision of the Business Library at the time of our leaving Room 202.

On March 9, Dr. Calvin H. Plimpton recalled 14 paintings, the property of Mrs. George Plimpton, which had been on loan to the Plimpton Library. The removed portraits include those of: Bacon, Bunyan, Burns, Chaucer, Defoe, Goldsmith, Johnson (large version), Milton, Scott, (large version), Shakespeare, Steele, Swift, Spenser and Wyclif.

Late in June a special standing electric fan was provided in order to improve the circulation of air in the reading room. This will be useful during all protracted hot spells, but it will be especially welcome

during the coming summer when the air-conditioning system will be shut off due to the water shortage.

VIII. Special Services.

In December Professor Robert L. Schuyler asked assistance in identifying the handwriting of a document that is the subject of a study sponsored by him. Correspondence with Dr. Stephen T. Riley, Librarian of the Massachusetts Historical Society, brought the required identification, and made possible the completion of an important research project.

In April, Rev. Joseph A. Rock of Georgetown University was given special access to the Hungarian Reference Library. Under supervision he selected from the shelves large numbers of items requiring close examination, and these were placed at his disposal in the Special Collections office for the period of about ten days.

Throughout the year, 285 letters in reply to research enquiries were sent out from this department. While the majority of these bore the signature of the Head of Special Collections, they were in fact the result of investigations performed by various members of the staff.

SPECIAL COLLECTIONS ANNUAL REPORT

July 1, 1949 - June 30, 1950

Dr. Carl M. White

Director of The Libraries

Dear Sir:

I have the honor of submitting the following report of the year's activities within the Department of Special Collections. Those of the major sub-divisions of the Department are discussed only very briefly herein, and fuller treatments will be found in the attached individual reports prepared by the various officers in charge.

This report contains but an inadequate record of the combined accomplishments of a loyal and industrious staff, the members of which have accepted without question or complaint many added responsibilities that have come as a result of the library-wide retrenchment.

Respectfully submitted,

Roland Baughman

Roland Baughman

Head of Special Collections

July 1, 1950.

SPECIAL COLLECTIONS ANNUAL REPORT

July 1, 1949 - June 30, 1950

A. ACCOMPLISHMENTS OF THE YEAR

1. Reader Service

Use by readers of Special Collections materials remains at three times the level reached in the final year in Low Library (1946/47), despite a substantial reduction in our hours of opening and the removal of the newspaper microfilms from our responsibility. The decline over last year in readers' visits for the consultation of books and manuscripts is negligible, while the amount of such material consulted has actually increased by twelve percent. The decrease in microfilm readers and use is readily accounted for, in the main, as a result of the transfer of the newspaper microfilms. The fact that the reading machines are in almost constant daytime demand indicates longer per-reader consultations—and, possibly, that personally-owned films are growing in vogue.

If readers have been seriously handicapped by our curtailed evening schedule, this has not been reflected in the statistics, which seem to indicate that readers have adjusted easily. Inasmuch as the reduction from five to two evening openings each week has not brought about overcrowding of the remaining evenings (quite to the contrary, such openings are still for the most part only sparsely attended, both as to book and microfilm use), we must assume that the evening schedule is less a necessity than a convenience to a relatively limited group. The advisability of further reducing our evening schedule will be more fully discussed below.

2. Development and Organization of the Collections

Exclusive of Columbiana and the various archival collections, this department now administers more than 190,000 volumes. The current rate of accessions is well below last year's figure, which was abnormally large due to several en-bloc transfers such as the Hungarian Reference Library, the Masters' Essays, and others. New cataloging this year did not vary markedly from previous records, but acquisitions of manuscript collections reached an unusual peak.

a. Book Acquisitions. By the expenditure of Special Collections funds about 800 books were added this year. This, of course, does not take into account the many volumes purchased with other library funds which have been directed to this department. Book purchases worthy of individual mention include: the Works of Nathaniel Lee, 1694, (only one other copy in America is listed by Wing); a group of seven early 16th-century mathematical treatises for the Smith collection; Aristotle's Decem librorum moralium, 1516, for the Lodge collection; and Percy MacKaye's The Mystery of Hamlet, 1950, in a special limited subscription edition.

Among important gifts of printed materials are those of Mr. Frederick Coykendall (609 volumes, including the original issues of The Tatler); Miss Mildred Sawyer (330 items, mostly for inclusion in the Moncure D. Conway collection); Mr. Clarence Epstean (24 books and periodicals relating to the history of photography); and Mrs. Frank J. Sprague (18 books by and about Walt Whitman, and other items).

b. Manuscript and Archival Acquisitions. Several individual items and collections in this category were purchased during the year, perhaps the most important single manuscript being the 7-volume "journals" of Jules Champfleury (1821-1889), purchased with the Manners fund. Purchases of

archival collections have been made principally by means of the Bancroft fund. This year such purchases included a large group of personalia of Lincoln Steffens, and a series of nearly 300 letters of George W. Cable.

The rate by which gifts of archival material are being acquired has mounted steadily as the Oral History Project has gained momentum. Five major groups were received this year as a direct result of the Project, among them two deposit collections (the Herbert Parsons Papers, 14,700 items, and the John A. Dix Papers, 1,000 items). Unrelated to the Project, however, are the bequest of the late Plato E. Shaw, '19, of his father's Mediterranean business correspondence of the mid-19th century; the professional papers of the late Professor Wesley Clair Mitchell, economist, presented by his widow and children; a significant collection of Negroana presented by Mr. L. S. Alexander Gumby; the Livingston Family Papers (86 letters and documents, 1785-1893, "presented by members of the Livingston family in memory of James Duane Livingston, '81"; and a selective group of American documents and letters presented by Mr. Seymour Adelman. In addition, an extensive collection of Joseph Pulitzer correspondence, formerly administered by the School of Journalism, was this year deposited in Special Collections.

c. Transfers from the General Stacks. Pressure of other duties has again prevented a consistent attack on the work of transferring rare and old books from the general stacks to Special Collections, but even so such transfers have averaged about 25 each month. This, of course, is over and above the relocation of the manuscripts catalogs in this department, many of which are 16th and 17th century imprints. The Manuscripts Catalogs file now numbers some 1,300 volumes.

d. Processing. It is with deep satisfaction that we record a resumption by the Cataloging Department of work on the tremendous backlog of Special Collections unprocessed books. Though still on a small scale, the work has been extended into several collections that have been much on our minds—the Seligman and Coykendall books, and the microfilm file.

As a means of providing reader access pending cataloging, all Seligman books printed before 1850 have been arranged in a single chronological file, numbering nearly 16,000 items. In addition, more than 1,000 Seligman broadsides have been separately sorted and arranged by date of imprint, in preparation for a possible published list of this important material.

In the area of archival and related-records collections the situation is much less reassuring. The spectacular rate at which Columbia is accumulating such material has spotlighted the fact that as yet no effective means have been provided for rendering it available to students and scholars. This problem will be discussed more fully in its proper place, and it is only needed to emphasize here that the matter is urgent and that recent experiments resulted in good progress at fairly low cost.

3. Exhibitions

Two major exhibitions were installed during the year. In September a display commemorating the 200th anniversary of the birth of Goethe (1749) was installed in the cases adjacent to the circulation desk on the third floor. In March "Balzac in America," commemorating the 100th anniversary of Balzac's death (1850) was installed in the foyer cases. The latter exhibition was based on a recently completed Columbia doctoral dissertation by Rubin Cohen. Two other major exhibits are in process: "The Modern Near East" is being prepared by Dr. Mendelsohn and will go on display in July; and one in commemoration of the 300th anniversary of the death of Descartes

is being planned for the Fall, drawing on extensive holdings in the Smith and Spinoza collections.

With minor assistance from Special Collections the Anthropology Department installed a Rotunda exhibit for the period September 5-15, 1949. The occasion was the meeting of the International Congress of Americanists, and the display featured recent archaeological discoveries in Peru.

Lesser exhibits included a selection of early railroad prints from the Parsons collection; books and manuscripts relating to India, selected and installed in the Rotunda by Dr. Mendelsohn for the Convocation at which Prime Minister Nehru was awarded the degree of Doctor of Laws; and a highly attractive and effective display illustrating the purposes and techniques of the Oral History Project, arranged by Mr. and Mrs. Dean Albertson.

4. Premises & Equipment

We have occupied our new reading room for exactly one year, and it is clear that the move was well advised. What our present quarters may lack in impressiveness as compared with our former ones is more than made up for in increased efficiency of reader service and supervision of the staff, and in the over-all workability of the department.

The normal capacity of the new reading room is 17 desks, which in emergencies can be increased to 20. This is quite adequate insofar as advanced students and scholars are concerned—we have approached capacity only when course students have come in large groups to use reserve books. In March and April the room was closed for redecoration for a period of three weeks. During that time temporary quarters were set up in room 655. The seating capacity of the area being limited, all S.L.S. reserve books were deposited with the S.L.S. library for the period. This proved quite workable, and suggests an answer to future over-crowding problems.

Only one major objection to the new reading room has developed. The ventilation, even though it is connected with the stack air system, has proved to be inadequate for large attendance during excessively hot weather. With the air-conditioning not in operation during the coming summer, the problem may become really serious. A large fan has been obtained, to provide the best circulation of air possible under the circumstances.

5. Divisional Activities

The following comments are brief resumés only; for fuller accounts of the divisional activities see the attached reports of the American History Bibliographer, the Curator of Columbiana, the Curator of Near East Collections, and the assistant director of the Oral History Project.

a. Bancroft Bibliographer in American History. Dr. Reinhard Luthin estimates that about thirty candidates for degrees in United States history have been given bibliographical assistance, and reports that faculty members have been consulted as to their library needs in his area. He has engaged in several scholarly activities, including preparation of an article, "The Flowering of the Southern Demagogue," for The American Scholar.

Among Americana materials acquired with the assistance of the Bibliographer are: The Gumby Negrosna Collection; the Lincoln Steffens Papers; the George W. Cable letters; a run of the Philadelphia Press, 1860-69; and various microfilms of collections and newspapers. These are of course in addition to many individual items purchased with Bancroft funds.

b. Columbiana. Mr. Milton H. Thomas reports that the work of his department has been hampered by the reduction of his assistant's position to half-time. The collections are scattered in seven unconnected rooms, and, with only one person in attendance during much of the time, adequate service and supervision cannot be maintained. Even so, the recorded use of Colum-

biana was somewhat higher than in the past, and notable progress was made in assimilating a large collection of biographical material presented by the Alumni Office.

c. Near East Collections. Dr. Isaac Mendelsohn reports the acquisition of 229 new titles in his area, including 112 rare pamphlets relating to Jews in Romania during the 19th and 20th centuries. He records continued accomplishment in recataloging early Hebraica, 280 of which were processed during the year and made ready for transfer to Special Collections. He notes a heightened interest in his area by students and faculty members, attributable at least in part to the University's plan for establishing various Near and Middle East Institutes, of which those for Iran and Israel are already realities. Directly inspired by this program, the Curator has arranged and will shortly install a library exhibition entitled "The Modern Near East," featuring our resources for research.

d. The Oral History Project. Mr. Dean Albertson reports that, its value to scholarship well demonstrated by the accomplishments of its first, experimental period, the Project was this year able to obtain outside financial assistance. The Lucius N. Littauer Foundation made a grant of $6,000, which with increased support from the Bancroft Fund, provided an operating budget of $15,000.

With this impetus, which made possible a larger staff of interviewers and transcribers, the Project expanded its program notably. More than thirty completed memoirs were added, as compared with 7 in the first year. The acquisition of related books and documents, in both originals and photographic copies, was nearly ten times the 1948/49 total. The enlarged program brought a necessary transfer to larger quarters, and the need for even more space is foreseen as further expansion takes place. Mr. Albertson also underscores the urgent need to unburden Oral History of

the non-project work of processing archival gift material, a task that has grown out of all proportion.

B. PROBLEMS OF THE YEAR, WITH SUGGESTED REMEDIES

1. The Need for an Archives and Related-Records Processing Unit

No single problem faced by Special Collections has quite the magnitude of the question of what to do about archival and related-records collections. At the present rate of acquisition, it is possible only to provide shelf-room for the unorganized collections, indefinitely deferring in most cases the work of sorting and listing that must some time be done if the material is to serve any useful purpose. If continued, this situation will inevitably bring down criticism by prospective users, reflecting on the efficiency of the department and of the Libraries generally.

Needless to say, to be successful in attracting by gift and deposit valuable research materials in this category, we must demonstrate our good faith by making them available for scholarly use. This requires additional staff, for the present Special Collections staff already administers nearly 200,000 volumes (most of which are uncataloged), and cannot possibly take on the additional responsibility of processing "papers" on the required scale. A blueprint of what is needed was recently presented to the Library Development Committee for consideration. Since, however, it is unlikely that any significant progress can be made on this particular project in the very near future, it is urged that a start—<u>any</u> start—be made with whatever resources may be at hand.

From February through May just past the Library Administration, using accumulated salary credits, assigned a junior-clerk to the work of listing archival material. In that short period two recently acquired deposit collections, totalling nearly 16,000 pieces, were completely recorded under direct supervision of the Oral History Project. Without dwelling on the

fact that this is scarcely junior-clerk work (the appointee fortunately possessed judgment and responsibility of a high order), it may be noted that the experiment demonstrated the excellent results to be gained from a relatively minor budgetary expenditure. Accordingly, since most of the manuscript collections are acquired through the Bancroft endowment (either directly or via the Oral History Project) it seems proper to suggest that in the future a specified portion of the fund be allotted to the indispensable processing work. One CF3 stenographer, with guidance, would make substantial progress in keeping abreast of current acquisitions; two such assistants would enable us to make inroads on the backlog. If these positions can be provided, the staff of Special Collections pledges every possible assistance, and we will be heartened to await the full-scale program until such time as the Library budget or the Development Committee can put it into effect.

One further requirement remains—a place where the processing work can be centered. It is proposed that room 603 Butler (an unassigned conference room near the Special Collections office and the department's stacks on level 1L) be designated the archives processing headquarters. This solution not only meets the problem with the least disturbance of present library space allocation, but it places the project where departmental supervision will be most readily available.

2. The Need for an Exhibitions Unit

It has been urged often/in these reports and elsewhere that the work of planning, preparing, and installing exhibitions is a specialized function which cannot be effectively performed by staff members already pressed with full-scale responsibilities. The Head of Special Collections recognizes that the present library exhibitions program is inadequate. The simple facts are that the routine work of the department has increased tremendously in

the past three years (the collections have grown more than 35 percent, not including archival material, reader service has been tripled, and our hours of opening are up 50 percent), whereas the salary budget of the department—disregarding increments and base-pay increases—is actually lower than it was three years ago. Under these conditions we have had no choice but to relegate exhibitions work into the background.

A remedy was suggested in project form for the Library Development Committee recently. A professional librarian (PA2) was requested, to have the title of Exhibitions Technician, and to act under the direction of the Head of Special Collections in all matters pertaining to library exhibitions. Realization of this project may be some time away. Accordingly, means of accomplishing some immediate progress have been studied. If the Plimpton, Smith and Dale collections can be brought over to Butler Library as proposed, the half-time desk assistant now assigned to those collections can be used in many needed ways, including exhibitions work. We could thus take a significant step without adding to the over-all budget.

3. Complications of Full-Coverage Collections

In two major areas Special Collections attempts to offer full coverage—Book Arts and the Manuscripts Catalogs. Needless to say, such full coverage is not a logical function of Special Collections (both rare and non-rare materials being involved) because it necessitates double standards of care and supervision. Moreover full coverage makes evening opening mandatory, and experience has shown that evening use of Special Collections is overwhelmingly by course students who consult non-rare and secondary material. Relatively few advanced investigators take advantage of our evening schedule. Expensive staff resources that might be used to much greater advantage are thus required to supply service of a type not consistent with the Special Collections function, and to which other reading rooms are more effectively geared.

The Book Arts collection, for example, comprises not only fine and rare works which justify the standards of administration applied in Special Collections, but also much text-book and non-rare monographic material which is required in every-day course work, principally in S.L.S. This has necessitated double standards, with the result that both readers and staff are often confused, jeopardizing efficient service and the quality of supervision. An expedient to avoid this confusion will be more fully explored during the coming year. If all Book Arts books (other than actual rarities) which are required for S.L.S. courses are placed on reserve in the S.L.S. library, not only will our problems be simplified, but students will have full evening access to the books. This procedure was tried out for a short time recently, with apparent success.

The problem of the Manuscripts Catalogs is not serious, and various alternatives are open in dealing with it. One course would be to let the catalogs remain on the Special Collections reading room shelves, and to supply a key admitting to that room (but not to the rare-book stacks) to the S.L.S. librarian and/or the Circulation desk, so that urgent evening requests can be met. Another course would be to shelve the catalogs in stack 12, with access via both Special Collections and the S.L.S. library.

4. The Proposed Transfer of the Plimpton, Smith & Dale Libraries.

Early in the report year the Director of The Libraries obtained approval from the Honorary Curators of a plan to transfer the Plimpton, Smith and Dale Libraries to Butler Library, where they would be attached physically to the rest of Special Collections. Reasons behind the proposal were: better protection from fire and other hazards; fuller opportunities for use by qualified students; closer coordination with related materials and necessary reference tools; and increased staff facilities.

The cost of effecting the transfer was estimated by B & G as follows: structural changes, including redecorating and additional cages, $1,640; preparatory shifts within Butler, $1,155; transfer of the collections, including insurance, $3,465; miscellaneous, $311; total cost, $6,571. A request for permission to expend this amount was not granted by the University authorities, although the transfer was approved in principle.

Accordingly a revised estimate was prepared, comprising in part the B & G estimates and in part new figures obtained independently, and from which some items not absolutely urgent were omitted; new total, $3,650. A request for this amount has not been approved as the report year ends.

The Plimpton transfer, apart from the reasons set forth above, is of major importance to this department in resolving the staffing problems that are treated elsewhere in this report. Any progress, for example, in meeting the needs for exhibitions work within the present budget depends on reorganization of the existing staff; and the best remaining chance for this lies in the re-allocation of the Plimpton position. This cannot be done while the collections remain in Low Library.

5. Microfilm Problems

Microfilm coverage is growing consistently, and during certain hours of the day all requests for reading machines cannot be met. To date, however, we have noted a strong disinclination on the part of investigators to use microfilms during the evening hours. Discussion of this point with a scholar who works extensively with microfilms reveals that light evening use is not due to chance or whimsy, but to the very sound physiological fact that microfilm work is taxing at best and few scholars are able to undertake it at the end of a regular day's work. At any event, in the past six months there has been an average of less than one reader for each open evening, while daytime use has averaged seven readers. On an hour-for-

hour basis, daytime use is thus more than three times that of evening. Moreover, a considerable part of the 6-9 P.M. microfilm service represents short overlaps from afternoon use, leaving the machines idle for the remaining time. It is not unlikely, therefore, that substantially all microfilm service requirements could be met in the daytime if a sufficient number of reading machines were available. A request is being made for additional equipment, and the effect which this will have on evening use will be studied.

6. Staff Turnover

Staff turnover within the department proper was at a somewhat lower rate this year, possibly because individual positions were fewer. There were six appointments and six resignations (all clericals). Three staff members were promoted to higher rank, including one professional.

Columbiana experienced difficulty in holding its single part-time clerical assistant. Four appointments were made to this position, no individual remaining more than 2½ months. The present incumbent, Miss Marga Schulmann, was appointed on June 1.

In Oral History the turnover was confined to the transcribers, among whom there were five appointments and five resignations. One interviewer, Mr. Owen Bombard, was appointed, and will continue his work next year.

C PLANS FOR 1950-51

1. Plimpton Transfer

Because in many ways further improvements in the efficiency of the department depend on accomplishing the Plimpton transfer, every effort will be made during the coming year to prepare the way for the shift, and thus to reduce the costs that will have to be met by special funds. Good progress is already being made in the shifting of collections within Butler, preparatory to the transfer. Further investigations of the costs of caging, etc.,

will be aimed at even greater reduction of the over-all expenditure.

2. Staff

The Plimpton position has recently been vacated. In refilling it, we will seek to appoint an assistant who has promise of general usefulness to the Department, especially in exhibitions work. We will thus be ready to take full advantage of the Plimpton transfer as soon as it is effected, with the least possible disturbance to the then existing staff.

3. Evening Opening Survey

As mentioned above, study of the practicability of further reduction of our evening schedule will be made, with particular attention to the problems of reserve books, microfilm readers, and the Manuscripts Catalogs. One purpose of reducing hours is to gain staff for the much-needed archival processing unit.

4. Space Allocation Within Special Collections

The proposed transfer of the Plimpton collection to Butler Library, and the increase in archival acquisitions, have necessitated a re-study of space allocation within the department. During the coming year efforts to re-locate our collections in accordance with the revised long-range plan will be made. Adequate vault space will thus be provided on level 13, and (when the duplicate documents are removed) space for some 4,000 manuscript boxes will be available on level 14.

As a result of the study, it seems clear that Special Collections will be able to accommodate normal growth for a period of from 5 to 10 years.

## D. STATISTICS

### I. Use of the Collections

| | 1949/50 | 1948/49 | 1946/47 |
|---|---|---|---|
| Reader Visits, books and Mss. | 5,676 | 5,776 | 1,968 |
| Reader Visits, microfilms | 932 | 1,960 (a) | |
| Total Reader Visits | 6,608 | 7,736 (a) | 1,968 |

(a) Includes 905 readers of newspaper microfilms, now transferred to Business Library

| | | | |
|---|---|---|---|
| Use on premises, books and Mss. | 12,804 | 11,613 | 4,428 |
| Use on premises, microfilms (reels) | 1,102 | 3,244 (b) | |
| Circulation | 10 | 4 | 2 |
| Intralibrary loan | 1,044 | 699 | 359 |
| Interlibrary loan, local | 8 | 6 | 8 |
| Catalog Department | 1,763 (c) | not included | not included |
| Bindery | 663 (c) | not included | not included |
| Total items used | 14,968 | 15,566 (b) | 4,797 |

(b) Includes 1,753 newspaper films, now transferred to Business Library.
(c) Not included in totals.

Note: Visits by readers were slightly fewer this year, even when correction is made for the loss of the newspaper microfilms. Use of Special Collections material, however, is higher than last year's record. Over-all use is more than three times the level reached in 1946/47, the last year the Department was located in Low Library.

On the next sheet will be found a break-down of the statistics in accordance with methods just adopted. Note that Photo Service figures are not separately available, as these have been included in Intralibrary Loan (the ultimate purpose being research, which is not the case with Catalog Department and Bindery calls).

CIRCULATION

~~ANNUAL~~ ~~MONTHLY~~ STATISTICS

COLUMBIA UNIVERSITY LIBRARIES

LIBRARY ~~Special Collections~~

DATE: ~~July 1, 1949-June 30,~~ 1950

| Units | I. USE IN LIBRARY | | | | II. CIRCULATION | |
|---|---|---|---|---|---|---|
| | A. Reserve | | B. Non-reserve | | A. Reserve | B. Non reserve |
| | 1. Signed | 2. Shelving | 1. Signed | 2. Shelving | | |
| Books | 2,055 | | 10,302 | | | 10 |
| Unbound periodicals | | | | | | |
| Vertical file | | | | | | |
| Graphic materials | | | | | | |
| Microfilm | | | 1,102 | | | |
| Phonograph records | | | | | | |
| Catalogs | | | | | | |
| Rental reserves | | | | | | |
| ~~Manuscripts~~ | | | 448 | | | |
| | | | | | | |
| Sub-total | 2,055 | | 11,852 | | | 10 |
| TOTAL | | | | | | |
| GRAND TOTAL | | | | | | 13,916 |

| III. INTER & INTRALIBRARY LOANS | |
|---|---|
| A. Interlib. loan service | |
| B. Local interlib. loan service | 8 |
| C. Intralib. loan service | 1,044 |
| D. Photo (included) service (in C) | |
| E. Technical (Cat. Dept.) services | 176 |
| ~~F. DEPOSIT~~ | 663 |
| TOTAL | 3,078 |

| | |
|---|---|
| Attendance: Total door count | 6608 |
| Attendance: Average spot check | |
| Hours open during month | |
| Receipts for Rental reserves | |

For "Notes and Comments" use additional sheet.

R36(650)M

## II. Growth of the Collections

| | 1949/50 | 1948/49 |
|---|---|---|
| 1. By transfer | | |
| Manuscripts Catalogs | (580) | (720) |
| Transfers from GL, etc. | (286) | (613) |
| Other | | 21,206 (a) |
| 2. New Cataloging | 6,520 | 6,339 |
| 3. Total | 6,520 | 27,545 |

Note: Figures within parentheses are included in "New Cataloging"; (a) includes the Hungarian Reference Library, the Masters' Essays, and other large en-bloc transfers.

## III. Gifts & Purchases

### 1. Gifts.

a. The following gifts were received directly in Special Collections

| Donor | Item |
|---|---|
| Mr. Seymour Adelman: | 38 selected letters and documents, American |
| Mr. Roland Baughman: | To Remember Gregg Anderson, 1949. interest. |
| Mr. Raymond Baylis: | Printed memorial, autographed, for the Typographic Library. |
| Professor Donald Clark: | Giacomo Leopardi, Canti, 1949. |
| Mr. Frederick Coykendall: | 609 volumes of English & American poetry, and 2 volumes of the original issues of The Tatler. |
| Mr. Clarence Epstean: | 24 books and periodicals for inclusion in the Epstean collection on the history of photography. |
| Mr. Edwin P. Kilroe: | The remainder of his extensive collection on the history of the Tammany Society. |
| Professor Paul O. Kristeller: | His "Latin Manuscript Books before 1600",1948 |
| Prof. Robert T.Livingston and family: | 86 family papers, 1785-1893, presented "in memory of James Duane Livingston,'81." |
| Mr. Louis Marder: | Nathan Daboll, Schoolmaster's Assistant, ca. 1811. |
| Mrs. Wesley C. Mitchell and family: | The professional papers and correspondence of the late Professor Wesley Clair Mitchell, economist. |
| Professor Alexander Pilenco: | His unpublished manuscript, Tolstoi i Frantsiya. |
| Mr. Francis T. P. Plimpton: | John Rodin, British Duties of Customs, Excise, etc., 1792. |
| Professor Allen W. Read: | H. L. Mencken, "What the people of American Towns call Themselves," corrected printer's copy. |

| Donor | Item |
|---|---|
| Miss Mildred Sawyer: | 330 items, mss., books, pamphlets, photographs, objects, etc., mainly for inclusion in the Moncure D. Conway collection. |
| Mrs. Plato E. Shaw: | Business correspondence of her late husband's father, including letters from Sir Basil Zaharoff, munitions merchant. |
| Mrs. Frank J. Sprague: | 18 books by and about Walt Whitman, and 3 other items. |
| Professor Lynn Thorndike: | His "Check-list of Reproductions chiefly in the history of natural and occult science," 1949. |

b. Gifts via Bancroft

| | |
|---|---|
| Mr. L. S. Alexander Gumby: | His extensive collection of Negro historical documents, including mss., pamphlets, broadsides, clippings, etc. |

c. Gifts via Columbiana

| | |
|---|---|
| Mrs. Henry E. Rossell: | The ear trumpet used by President Barnard. |
| Mr. W. B. Sanford: | 72 text-books used in Columbia courses by his late father-in-law, Dr. R. T. Bang, '76. |
| Professor Lynn Thorndike: | His lecture notes of courses given by Professor H. L. Osgood and Munroe Smith. |

d. Gifts via Oral History Project

Those are too numerous and varied for inclusion here. Please see the Annual Report of the Project.

2. Purchases

a. Use of Special Collections general and endowed funds.

| Fund | Units Acquired | Expenditure |
|---|---|---|
| 293, General | 170 | $1,070.36 |
| 4293, Americana | 320 | 729.00 |
| 409, American Drama | 1 | 100.00 |
| 456, English history and literature | 65 | 312.50 |
| 462, Early mathematics | 39 | 455.40 |
| 497, Early editions of classics | 83 | 636.43 |
| 510, New York literature | 3 | 11.70 |
| 530, History of Photography | 142 | 136.75 |
| | 823 | $4,261.14 |

Funds 293 and 4293 were used widely, among the most noteworthy items purchased in whole or in part by these funds being: 7 vols. of the "Journals" of Jules Champfleury (1821-1889); Konrad F. Bauer's Aventur und Kunst, 1940; 294 early American documents, mainly New England land titles; and an A.L.S. from Emerson to Daniel Jefferson, 29 June 1846.

The Manners Fund (456) was used for the purchase of Nathaniel Lee's Works, 1694, only one other copy being recorded in America; and 50 English political pamphlets, 1640-1650.

Among the Smith Fund (482) purchases was a volume containing 7 rare 16th-century mathematical treatises.

Numerous purchases were made by means of the new Lodge Fund (497), the most important one being Aristotle's Decem librorum moralium, 1516.

By means of the Bronson Howard Fund (409) a special subscription edition of Percy MacKaye's The Mystery of Hamlet, 1950, was acquired.

b. Purchases via the Bancroft Endowment.

Early in the Fall, the acquisition of western Americana by means of lists prepared by Dr. Herbert O. Brayer, State Archivist, Colorado, was completed. Including last year's work, 830 titles were processed, of which 409 were ordered and received, 302 proved to be already in the Libraries, and only 119 were for various reasons rejected. The total cost of the acquisitions has not been computed, but is estimated at about $8000.

In November purchase was completed of a collection of letters to Captain J. O. Given from business associates and members of his family. The letters are revealing as to seafaring life of the time (1850-1870).

With some assistance from fund 293, a collection was acquired consisting of nearly 300 letters of George W. Cable to Miss Adelene Moffat, relating to the organization and activities of the Home Culture Club, Northampton, Mass.

From Miss Ella Winter (acting in behalf of her son) was purchased an extensive collection of the papers and correspondence of Lincoln Steffens.

## IV. Organization of the Collections.

During the year, 6,887 items were cataloged for Special Collections, most of them representing new acquisitions or transfers. A few additions were made to uncataloged groups, including 83 Gonzalez Lodge additions and 39 Smith books. Moreover, good progress is to be noted in the cataloging of some of our waiting collections—768 Coykendall books for "B", 297 Seligman books, and many microfilm reels involving 160 separate works.

The most significant progress in processing of archival units was accomplished in connection with Oral History acquisitions. Six collections, not connected with OHP memoirs and varying from a group of half a dozen letters (L. E. Quigg collection) to a deposit collection comprising 14,736 pieces (Herbert Parsons papers) were listed and boxed for use by qualified investigators. This accomplishment was largely due to the availability for four months of a typist.

The department staff processed 95 miscellaneous manuscripts and listed one small collection, the Livingston Family papers (86 items).

Work was completed of arranging all uncataloged Seligman books before 1850 into a chronological file by date of imprint. A separate group of broadsides totalling 1,043 pieces is also arranged by date of imprint. From the main file, 297 items were selected for full cataloging, reducing the group to 15,607 pieces.

## V. Exhibitions.

1. July-September, 1949: Railroad prints from the Parsons collection; Butler Library, 3rd floor.
2. Sept., 1949-June, 1950: Goethe exhibition; Butler Library, 3rd floor.
3. 2 Sept.-14 Oct., 1949: Anthropology Dept. exhibit, Peruvian archeology; Low Library, Rotunda.
4. Oct.-Dec., 1949: Hindu books for Nehru Convocation; Low Library, Rotunda.
5. 16 Jan.-20 Feb., 1950: Oral History Project; Butler Library, lobby.
6. March-June, 1950: "Balzac in America"; Butler Library, lobby.

## VI. Staff

| | Name | Grade | Appointed | Up-Graded | Resigned |
|---|---|---|---|---|---|
| 1. | Roland Baughman | PA6 | 1 Sept. 1946 | | |
| 2. | Alice Donnell | PA3 | 15 June 1942 | | |
| 3. | Mary Rita Burns | PA2 | 29 Sept. 1947 | 1 July 1949 from PA 1 | |
| 4. | Anna Cushing | CF3 | 26 Oct. 1937 | | |
| 5. | Juan Irizarry | CF3 | 8 July 1947 | | |
| | Helen Flores | CF3 PT | 22 Sept 1947 | | 3 Mar. 1950 |
| | Alfred Sharlip | CF3 PT | 25 Oct. 1947 | | 30 June 1950 |
| 6. | Lawrence Huggins | CF3 PT | 5 Feb. 1948 | | |
| 7. | Francis Hart | CF3 PT | 7 July 1948 | 12 Sept. 1949, from CF1 | |
| 8. | Thomas Molnar | CF3 PT | 26 Sept. 1949 | 27 Feb. 1950, from CF1 | |
| 9. | Mary Hough | CF3 PT | 26 Sept. 1949 | | |
| | Marguerite Parks | CF2 | 6 Feb. 1950 (temporary) | | 19 June 1950 |
| | John Morris | CF1 PT | 30 Sept. 1949 | | 31 May 1950 |
| | Richard Strong | CF1 PT | 27 Feb. 1950 | | 6 Apr. 1950 |
| | James Morris | CF1 PT | 14 Apr. 1950 | | 31 May 1950 |

| | Name | Grade | Appointed | Up-Graded | Resigned |
|---|---|---|---|---|---|
| | **American History Bibliographer** | | | | |
| 1. | Reinhard Luthin | PA5 | 1946 | | |
| | **Columbiana** | | | | |
| 1. | Milton W. Thomas | PA4 | 16 Feb. 1926 | | |
| | Marjorie Roberts | CF2 PT | 13 Oct. 1949 | | 9 Dec. 1949 |
| | Vivian Cluss | CF2 PT | 12 Dec. 1949 | | 16 Feb. 1950 |
| | Kathleen Daily | CF2 PT | 7 Mar. 1950 | | 26 May 1950 |
| 2. | Marga Schumann | CF2 PT | 5 June 1950 | | |
| | **Near East Collections** | | | | |
| 1. | Isaac Mendelsohn | PA4 | 1 July 1935 | | |
| | **Oral History** | | | | |
| 1. | Dean Albertson | PA4 | 15 Sept 1948 | | |
| 2. | Ruth Bryan | CF3 | 21 Feb. 1949 | | |
| | Harlan Davidson | CF3 PT | 6 May 1949 | | 26 Oct. 1949 |
| 3. | Owen Bombard | CF3 PT | 15 Sept. 1949 | | |
| | Dorothy Goodwin | CF3 | 28 Sept. 1949 | | 31 Mar. 1950 |
| 4. | Barbara Link | CF3 | 24 Oct. 1949 | | |
| | Elaine Wiener | CF3 | 17 Jan. 1950 | | 30 June 1950 |
| | Edith Kneaskern | CF3 | 1 Feb. 1950 | | 28 Apr. 1950 |
| | Stanley Lifflander | CF3 | 1 May 1950 | | 30 June 1950 |

## VII. Premises & Equipment

On July 1 the Special Collections Reading Room was transferred from 202 Butler to 653/654 Butler, which had been altered into a single room by the removal of a dividing wall. During the period March 27-April 10 this room was redecorated, the walls being painted a light green to improve the illumination.

The new quarters provide space for 17 readers under usual conditions, which can be increased to 20 in emergencies. Just adjoining, in a cage on level 12, is an area set apart for microfilm reading machines and for readers who need to use typewriters. In a separate cage are certain uncataloged collections to which readers may be given direct access.

The newspaper collection, two of the reading machines, and all of the newspaper microfilms were transferred to the supervision of the Business Library at the time of our leaving Room 202.

On March 9, Dr. Calvin H. Plimpton recalled 14 paintings, the property of Mrs. George Plimpton, which had been on loan to the Plimpton Library. The removed portraits include those of: Bacon, Bunyan, Burns, Chaucer, Defoe, Goldsmith, Johnson (large version), Milton, Scott, (large version), Shakespeare, Steele, Swift, Spenser, and Wyclif.

Late in June a special standing electric fan was provided in order to improve the circulation of air in the reading room. This will be useful during all protracted hot spells, but it will be especially welcome

during the coming summer when the air-conditioning system will be shut off due to the water shortage.

VIII. Special Services.

In December Professor Robert L. Schuyler asked assistance in identifying the handwriting of a document that is the subject of a study sponsored by him. Correspondence with Dr. Stephen T. Riley, Librarian of the Massachusetts Historical Society, brought the required identification, and made possible the completion of an important research project.

In April, Rev. Joseph A. Rock of Georgetown University was given special access to the Hungarian Reference Library. Under supervision he selected from the shelves large numbers of items requiring close examination, and these were placed at his disposal in the Special Collections office for the period of about ten days.

Throughout the year, 285 letters in reply to research enquiries were sent out from this department. While the majority of these bore the signature of the Head of Special Collections, they were in fact the result of investigations performed by various members of the staff.

REPORT OF THE CURATOR OF COLUMBIANA FOR THE YEAR 1949-1950

The recorded use of Columbiana was somewhat greater this year; exact figures will be submitted later.

The work of Columbiana was hampered in many ways during the past year by the lack of a full-time assistant. Not only did we fail to accomplish the proper amount of routine work, but endless inconvenience was caused to the writer and to the users of this collection. In a special library of this sort, scattered in seven unconnected rooms, the absolute minimum staff should be two full-time people; otherwise telephone calls go unanswered, callers find the door locked, and embarrassment is caused when readers call for items located in other parts of the building. It is to be hoped that this condition will not be permitted to continue.

In spite of being understaffed, we nevertheless made considerable progress this year on filing our backlog of unfiled material, and great progress was made with the large collection of old biographical material presented to us en bloc by the Alumni Office. Another activity which deserves mention here is the fact that we went through Mr. Lane's cards for missing books in the main library, and were able to supply a score or two from our duplicate or unneeded volumes. We are beginning to have the books which have survived from the library of King's College restored, and rebound where necessary, in order that

they will present a fresh and handsome appearance when they are displayed at our Bicentennial.

The use of Columbiana material by authors continued unabated this year. Professor T. W. Van Metre and Dean Roswell C. McCrea, both Emeritus, spent a great deal of time here working on the history of the School of Business. Miss K. I. M. Jamison found several titles here for her bibliography of American writings translated into French. Kenneth H. Dunshee found some excellent material here for his book on fires and fire fighting in early New York. Professor Mary E. Townsend of Teachers College has worked here from time to time on the history of that institution, and Professor W. A. La Pierre worked here for many days on the study of the engineering curriculum. John Ross, a graduate student, found some material here on T. S. Eliot. Miss Margaret Clapp, having been elected President of Wellesley College, has given up her work on the letters of Nicholas Murray Butler. Reverend J. Brett Langstaff has continued to work here on his biography of John McVickar. Robert L. Larson completed his thesis for the doctorate on Charles F. Chandler, largely from materials in this collection. R. Gordon Hoxie is now completing his thesis on John W. Burgess, done for the most part here.

An interesting gift this year was the ear trumpet which had been used by President Barnard, sent to us by a relative,

Mrs. Henry E. Rossell of Sheffield, Massachusetts. Professor Lynn Thorndike gave us a substantial collection of lecture notes which he had taken in courses given by Professors H. L. Osgood and Munroe Smith. A collection of 72 textbooks, notebooks, etc. used in Columbia College by the late Dr. R. T. Bang, '76, was given to us by his son-in-law, W. B. Sanford. An interesting collection of personal and family letters of Professor Henry Smith Munroe came to us from the Engineering School. The opening of some forgotten cases stored in this building revealed the materials exhibited by Columbia at the St. Louis Exposition in 1904, viz. a model of the Alma Mater statue, and a large number of contemporary photographs of the University. The model, which turned out to be a loan from the sculptor, Daniel Chester French, is being returned to his daughter, Mrs. Margaret French Cresson of Stockbridge, Massachusetts, and the photographs made a welcome addition to this collection. The writer saved from destruction eight drawers of correspondence of the deans of the School of Engineering, beginning in 1905.

The following young women have been employed here as assistants during the past year: Marjorie Roberts, from 13 October to 9 December; Vivian Gluss, B.Mus., from 12 December to 16 February; Kathleen Reid Dailey, from 7 March to 26 May; Marga Schuhmann, B.S., from 5 June.

During the year the writer attended as usual the dinners of the Society of Older Graduates and the Forty-Niners. He also attended the annual meetings of the American Historical Association in Boston, the National Society of Autograph Collectors in Washington, and the Bibliographical Society of America at New Haven. He was elected to membership in the New England Historic Genealogical Society. The citations used by the Provost in conferring the honorary degrees at Commencement 1950 were the work of the present writer. The University Press has set a deadline ( 1 November 1952 ) for the completion of the writer's Pictorial History of Columbia, which is to be published in connection with the Bicentennial.

Respectfully submitted,

Milton Halsey Thomas

Curator of Columbiana

20 June 1950

CIRCULATION

ANNUAL
MONTHLY STATISTICS

COLUMBIA UNIVERSITY LIBRARIES

LIBRARY Columbiana

DATE: July 1,1949 - June 30, 1950

| Units | I. USE IN LIBRARY | | | | II. CIRCULATION | |
|---|---|---|---|---|---|---|
| | A. Reserve | | B. Non-reserve | | A. Reserve | B. Non reserve |
| | 1. Signed | 2. Shelving | 1. Signed | 2. Shelving | | |
| Books | | | 2060 | | | |
| Unbound periodicals | | | | | | |
| Vertical file | | | | | | |
| Graphic materials | | | | | | |
| Microfilm | | | | | | |
| Phonograph records | | | | | | |
| Catalogs | | | | | | |
| Rental reserves | | | | | | |
| Mss. Boxes | | | 434 | | | |
| | | | | | | |
| Sub-total | | | 2494 | | | |
| TOTAL | | | | | | |
| GRAND TOTAL | | | | | | 2494 |

| III. INTER & INTRALIBRARY LOANS | |
|---|---|
| A. Interlib. loan service | |
| B. Local interlib. loan service | |
| C. Intralib. loan service | |
| D. Photo service | |
| E. Technical services | |
| TOTAL | |

| | |
|---|---|
| Attendance: Total door count | 1539 |
| Attendance: Average spot check | |
| Hours open during month | |
| Receipts for Rental reserves | |

For "Notes and Comments" use additional sheet.

R36(E50)M

681 persons visited the department for purposes other than the use of material.

June 15, 1950.

REPORT OF BIBLIOGRAPHER IN AMERICAN HISTORY

Mr. Roland Baughman, Head
Special Collections
Columbia University Libraries

Sir:

The work of the Bibliographer in American History for the fiscal year 1949-50 comprised the following:

I. An estimated thirty candidates for the Ph.D. or M.A. degrees in the field of the history of the United States were advised on the resources of the Columbia University Libraries and other libraries. Microfilms and other materials were purchased for the needs of the students and charged to the Bancroft Foundation.

II. Faculty members were visited and consulted on their needs.

III. Second-hand dealers' catalogues were carefully examined, and those items were checked which should be in the Columbia University Libraries.

IV. The Bibliographer in American History, taking the view that he must be a productive scholar, has engaged in some activities on the "outside". Among such activities were membership on the Advisory Board of the Lincoln National Life Foundation of Fort Wayne, Indiana, for the selection of the best Lincoln books, articles, and editorials of the year; advisory editorship of the Lincoln Annex, edited by Dr. Henry B. Van Hoesen of the Brown University Library; appearance on the radio on the Algonquin Round Table, in discussion of books. All of the latter services were, of course, unremunerative.

Among articles by the Bibliographer in American History accepted

for publication was one, "The Flowering of the Southern Demagogue", to appear in a forthcoming issue of The American Scholar, Phi Beta Kappa quarterly.

Among the materials acquired by purchase or gift:

A. Manuscripts acquired.

1. L. S. Alexander Gumby Collection of American Negrosna, comprising some 300 scrapbooks of manuscripts and newspaper clippings relating to the history of the Negro in the U. S.

B. Newspapers acquired.

1. Philadelphia Press, 1860-1869.

C. Microfilms acquired.

1. Through the tireless work of Mr. Charles W. Mixer, Assistant Director of Libraries, and his staff, a co-operative microfilm project was brought to a successful conclusion, and microfilms of the following manuscript collections in the Library of Congress were acquired:

Nicholas Biddle Papers;

Alexander Hamilton Papers;

Andrew Jackson Papers.

2. A microfilm of the New York Daily Sentinel (1830-1832) was acquired from the Wisconsin State Historical Society.

Respectfully submitted,

Reinhard H. Luthin
Bibliographer in American History

RHL:AQC

June 2, 1950

To: Mr. Roland Baughman
From: I. Mendelsohn

Near East Collection

Annual Report: 1949-50

1. Acquisitions

Due to the high prices of foreign books fewer books have been purchased this year than in any previous one. Exclusive of periodicals, serials, gifts, and exchange 229 new titles have been purchased. The most outstanding acquisition of the year was the purchase from a French bibliophile of 112 rare pamphlets relating to the history of the Jews in Romania in the 19th and 20th centuries. Because of their rarity and poor physical condition these pamphlets are kept in Special Collections.

2. Cataloging of Books

463 books and 18 manuscripts (mostly in native languages) have been catalogued.

3. Recataloging of Rare Books

It is a pleasure to report that the recataloging project of early Hebrew books is progressing satisfactorily. About four-fifths of the several hundreds rare books have already been recatalgued and transferred to Special Collections. During the year 280 of these books have been recatalogued. As was done in previous years, a special card with bibliographical notes was made for each transferred book in preparation for the eventual publication of a Descriptive Catalogue of Oriental books and MSS in CU.

4. Other Activities

The past year registered a high mark of bibliographical inquiries and visits by students and faculty members. This was due in no small degree to the increased interest (intellectual and political) in the Near and Middle East by scholars and laymen alike. As part of this new interest two incidents may be cited. An exhibit of Middle East material (primarily political) was put on in October

on the occasion of the visit at Columbia of prime minister Nehru of India. For the first time a candidate for a degree was sent (by Simmons College) to Columbia for 4 days to receive field experience in the cataloging of Oriental books.

Columbia University's plan to open several Near and Middle East Institutions has already taken definite shape. A beginning has been made with the appointment of a professor for the Persian Institute and the Israeli Institute will open in September. In view of the demands which these institutes will make on the Library a memorandum concerning the Library facilities was prepared by the curator of the Near East Collection and submitted in February to Dr. Logsdon.

Respectfully submitted

Isaac Mendelsohn
Curator Near East Collection

CIRCULATION

~~ANNUAL~~ MONTHLY STATISTICS

COLUMBIA UNIVERSITY LIBRARIES

LIBRARY ~~Columbiana~~

DATE: ~~July 1, 1949 -~~ June 30, 1950

| Units | I. USE IN LIBRARY | | | | II. CIRCULATION | |
|---|---|---|---|---|---|---|
| | A. Reserve | | B. Non-reserve | | A. Reserve | B. Non reserve |
| | 1. Signed | 2. Shelving | 1. Signed | 2. Shelving | | |
| Books | | | ~~2060~~ | | | |
| Unbound periodicals | | | | | | |
| Vertical file | | | | | | |
| Graphic materials | | | | | | |
| Microfilm | | | | | | |
| Phonograph records | | | | | | |
| Catalogs | | | | | | |
| Rental reserves | | | | | | |
| ~~Mem. Room~~ | | | ~~134~~ | | | |
| | | | | | | |
| Sub-total | | | | | | |
| TOTAL | | | ~~2194~~ | | | |
| GRAND TOTAL | | | | | | ~~2194~~ |

| III. INTER & INTRALIBRARY LOANS | |
|---|---|
| A. Interlib. loan service | |
| B. Local interlib. loan service | |
| C. Intralib. loan service | |
| D. Photo service | |
| E. Technical services | |
| TOTAL | |

| | |
|---|---|
| Attendance: Total door count | ~~1539~~ |
| Attendance: Average spot check | |
| Hours open during month | |
| Receipts for Rental reserves | |

For "Notes and Comments" use additional sheet.

R36(E50)M

661 persons visited the department for purposes other than the use of material.

# The Oral History Project

# of Columbia University

## Annual Report 1949-50

In seventeen months of operation with wire-recorders, the Oral History Project has outgrown its experimental beginnings, and now stands ready to assume a permanent place in the Columbia University family.

During the fiscal year 1949-50, the success of the Project overreached even the enthusiastic expectations of its founders. Proof of its efficacy in the acquisition of excellent, living memoirs and archival material has been established. Oral History is no longer theory - It is fact.

ACCOMPLISHMENTS

The Oral History Project began work in July 1949 financed by a $6,284.69 grant from the Bancroft Fund, and a $6,000.00 grant from the Lucius N. Littauer Foundation. Its staff consisted of Director Allan Nevins, Assistant Director Dean Albertson, Interviewer Owen Bombard, Secretary Ruth W. Bryan, and two Transcribers.

By January 1950, acquisitions had outstripped finances, staff and quarters. Ten- and twelve-hour days by its administrators kept the work from falling irreparably behind, until the Trustees of Columbia University graciously increased the Bancroft Fund grant by $3,000.00. The Library allowed the Project to move from Room 103 to Room 104 - larger quarters. Two Transcribers and a voluntary part-time Interviewer were added to the staff. Better office and recording equipment stepped up efficiency. Improved transcribing techniques doubled the memoir output. As acquisitions increased, so did the comprehensiveness of each memoir, due to cross-checking research by Project Interviewers. As the number of interviews grew, Interviewers

learned to prolong an accurate and detailed memoir - to achieve short and quick completion of pointless and egocentric reminiscences.

At the moment this report is submitted, the Oral History Project has more than doubled its number of interviewees, pages of manuscript, and hours of interviewing over last year. The Project has acquired twelve times as much archival material, and has microfilmed or photostated six times as many papers and documents. A statistical comparison at the end gives the whole picture.

No table of statistics, however, can begin to describe the scope of the work or the quality of material obtained. Interviewing basically in National-New York political and social history, the Project has also collected splendid accounts of both home-front and military affairs during World War I, American baseball organization, French architecture, early 20th century finance and diplomatic relations, prohibition, the Hays Office, the shipping industry, the Nuremberg Trials. Project reminiscences clearly reflect the American state of mind from Theodore Rooseveltian Progressivism to the Atomic Age. Each memoir is invariably a sharply etched autobiography of the man who records it, whether he would have it so or not.

Among the memoirs and collections of papers gathered during the past twelve months, a few should be given special note. The Reminiscences of William S. Bennet and Frederick C. Tanner are pricelessly detailed histories of the New York State political scene from 1900 to 1920. Stanley Isaacs, former President of the Borough of Manhattan, and Keyes Winter, Republican District Leader, have given excellent and specific accounts of New York City politics during the La Guardia era. No student of business history can afford to overlook the chapters on

advertising by former Lord & Thomas President Albert D. Lasker. On national and international finance, Jackson E. Reynolds was candid and accurate. The biography of one of the world's greatest jurists will be based on the Reminiscences of Judge Learned Hand.

Three outstanding collections of papers have come to Columbia via the Oral History Project. The 19,000 document Parsons Collection, comprising the personal correspondence of New York County Chairman Herbert Parsons, is one of the finest sources in the world for United States political and social history during the early 20th century. The John A. Dix Papers, over a thousand pages from the America of Henry Clay, Martin Van Buren and John C. Calhoun, are indispensable for the period, and contain many new facts of American history. Although cursorily used by Prof. Ralph Rusk, the Emerson Papers are still a fertile research field for the student interested in Ralph Waldo Emerson, as well as the general researchist.

A new source of Oral History was briefly surveyed by Professor Nevins and Mr. Albertson during a seven-day trip to Washington, D. C. Personages in the nation's capital are acutely aware of historical events, and amazingly eager to tell anyone who will listen to them all they know of the "inside story". Not necessarily fitting this description, but completely cooperative with the Project, were Walter Lippmann, Arthur Krock, Alice Roosevelt Longworth and Mrs. J. Borden Harriman.

In an effort to improve on its policy of obtaining the facts of history years later from those who made it, the Oral History Project attempted, during the 1949 election, to record history as it transpired. All campaign headquarters and most of the candidates were covered before, during and subsequent to election day. Questioning was based on a desire

to have these men tell future historians what they will want to know about the event. The response was good and reasonably candid. Evaluation is difficult for lack of perspective. The manuscripts of all those interviewed will be submitted as a unit, sealed for many years.

Oral History is a long-term enterprise, and the leisure necessary for an accurately compiled, transcribed and corrected memoir makes it difficult to show immediate and quantitative results. For example, the first man ever interviewed is still reading and correcting his rough draft. Thus, many of the memoirs submitted this year are the result of last year's effort. The following is a complete list of all memoirs and papers submitted to the Special Collections Department during the fiscal year 1949-50. Under the heading of "Restrictions", "Normal" means not to be used without permission of Professor Nevins, Professor Commager or Mr. Albertson. "Restricted" means not to be used without the written permission of the donor. "Closed" means not to be used under any circumstances until further notice.

| Name | No. Pages | No. Docs. | Form | Restrictions |
|---|---|---|---|---|
| R. S. Albertson | 46 | 12 | Micro | Normal |
| J. T. Adams | | 1,235 | Micro | Normal |
| M. C. Ansorge | 74 | 25 | Micro | Normal |
| S. Belknap | | 46 | Micro | Normal |
| W. S. Bennet | 195 | | | Normal |
| H. S. Bird | 55 | | | Normal |
| P. Blair | 25 | 1 | Photo | Normal |
| W. Bunzl | 24 | 54 | Micro | Normal |
| R. S. Childs | 48 | | | Normal |
| J. A. Dix | | 966 | Deposit | Normal |
| C. K. Duer | 76 | 74 | Micro | Normal |
| R. S. Durstine | 49 | | | Normal |
| H. Emerson | 103 | 663 | Micro | Normal |
| E. P. Farley | 44 | 324 | Gift | Normal |
| E. J. Flynn | 24 | | | Normal |
| S. R. Greenstein | 40 | | | Normal |
| M. F. Hay | 19 | | | Normal |
| B. J. Hendrick | 59 | | | Normal |
| J. T. Hettrick | 202 | 5 | Micro | Normal |

| Name | No. Pages | No. Docs. | Form | Restrictions |
|---|---|---|---|---|
| J. Isaacs | 28 | | | Normal |
| S. Isaacs | 260 | | | Restricted |
| S. S. Koenig | 53 | | | Normal |
| M. La Guardia | 56 | | | Normal |
| L. P. Marvin | 80 | 813 | Micro | Normal |
| N. Morris | 94 | | | Restricted |
| G. Parsons | 26 | | | Normal |
| J. E. Parsons | | 14,736 | Deposit | Restricted |
| L. H. Pink | 233 | | | Normal |
| J. M. Price | | 255 | Gift | Normal |
| M. T. Quigg | 28 | 209 | Micro | Normal |
| M. T. Quigg | | 1 | Photo | Normal |
| M. T. Quigg | | 5 | Gift | Normal |
| J. E. Reynolds | 179 | 148 | Micro | Normal |
| A. S. Richardson | | 19 | Gift | Normal |
| B. Robinson | 95 | | | Restricted |
| C. Rodgers | 288 | 44 | Micro | Normal |
| J. T. Shotwell | 23 | | | Normal |
| L. A. Tanzer | 73 | | | Normal |
| T. D. Thacher | | 1 | Micro | Closed |
| N. Thomas | 157 | | | Normal |
| G. S. Van Schaick | 93 | 8 | Photo | Normal |
| A. Wallander | 41 | | | Normal |
| L. M. Wallstein | 112 | 6 | Photo | Restricted |
| L. M. Wallstein | | 3 | Gift | Normal |
| C. S. Whitman | | 154 | Gift | Normal |
| G. B. Winston | 13 | | | Normal |

Under the heading of accomplishments certainly belongs a word about the Project's basic staff. Mr. Owen Bombard has devoted himself to Interviewing far above and beyond call of duty, sacrificing his study schedule and leisure time. His work on the 1949 election and the acquisition of document collections is particularly meritorious. Miss Ruth W. Bryan, many years a member of the University staff, is rounding out her career of perfect service as Secretary of the Project. Not only her longevity, but also her excellence, recommend her in highest terms to a generous pension in two years. Mrs. Barbara F. Link quickly achieved First among the Transcribers in ability and responsibility, and nearly all of the best memoirs are the result of her fine work.

Any evaluation of Oral History at the present time assumes the aforementioned lack of perspective. However, this much may be said with certainty: absolutely proven is the concept of total-memoir interviewing, the value of wire-recorded accounts in the author's own words, and the technique of transposing the full meaning of the spoken word to a printed page. That the Project has proven highly useful in the acquisition of archival material cannot be questioned. Oral History has only scratched the surface of a rich lode of historical data. Not until many works have been written from cross-checked memoirs in particular fields can the real value be ascertained.

PROBLEMS AND PLANNING

During the summer months, the Oral History Project will operate with a skeleton staff consisting of Mr. Albertson (interviewing in California and Texas), Mr. Bombard (interviewing in New York State) and Miss Bryan and Mrs. Link to do the transcribing. A $9,000 grant to cover this has already been secured from the Bancroft Fund. For the continuance of the work at the 1949-50 level, the Project is also reasonably assured that the Littauer Foundation will renew its $6,000 grant.

However, it is proposed that the Project expand its activities to encompass the fields of labor history, literary history and business history. If funds are obtained to do this, numerous problems will have to be faced early in September.

Full expansion will call for an Assistant Director, five Interviewers, a Secretary and between ten and twelve Transcribers. Such an increase in staff will necessitate larger quarters. It is hoped that

a door may be cut from Room 104 to 103. It will probably be necessary for the walls and ceilings of these rooms to be soundproofed against the noise within Project quarters of so many typewriters and wire-recorders.

The next great problem of the Project arose during the past year, and must be faced whether or not the Project expands. The Project policy has been consistently that all materials acquired should be made available - that is, they should be placed in order, listed and indexed. Archival materials obtained by the Project call for immediate listing if they are to be microfilmed or photostated. Up to the acquisition of the Parsons Collection, the Project did all of its own work of this sort. It is now apparent that the volume of acquisitions is so large that it will be impossible for the Project to continue this work unaided. It is therefore proposed that a separate agency for the processing of archival materials (exclusive of memoirs) be instituted.

Personnel problems comprise the next in line of importance. It has been generally impossible for the Project to employ completely competent and reliable Transcribers at the Library pay scale. Not only must a Transcriber have a special educational background and a high degree of intelligence, she must also have absolute integrity. Her work is judged by standards completely apart from that of Library typists - her typing skill by the business world and her transcribing skill by the academic world. To find this combination, the Project must pay for it. Therefore, it is proposed that the basic Project wage be set at $200 per month, on a twelve-month basis, and raises (if granted) be set at $120 per year.

The last Project problem is the impossibility of keeping adequate accounts without being given the necessary data. Only by

continually badgering Miss Cedrone, Mr. Muller and Mr. Goebel is the Project able even to approximate reasonable accuracy. If the Library itself would keep the Project accounts, or find some way to forward detailed costs to the Project as they came in, the situation could be remedied.

STATISTICS

Three tables of statistics conclude this report.

Table 1 gives a complete list of men interviewed and full data on hours, pages, acquisitions, etc. In order to shorten this and future reports, no distinction was made in interviewing between hours dictation to an Interviewer and hours recorded wire. Furthermore, the number of documents photostated and microfilmed have been combined in one figure, since the Project photostats relatively little material.

In the same table, certain interviewees, such as Duer and Prendergast, show a number of manuscript pages either without any wire, or far out of proportion to their hours of wire interviewing. In these cases, either the interviewee is writing his own memoir under Project direction, or the wire manuscript has been combined with an unpublished autobiography. Also, there are certain discrepancies in last year's report which should be corrected. Neither the James Truslow Adams Papers nor autobiography promised by Professor Nevins last year have yet come to hand, and accordingly have been dropped from the records. The Adams Papers listed here have been microfilmed from the files of the Atlantic Monthly. The Richardson Papers, estimated at 200 pieces in last year's report, proved to be only nineteen pieces, and are herein so listed. Such errors will be guarded against in all future reports.

The second table contains as accurate an accounting of Project expenses as can be obtained at this date by the Assistant Director. It can be assumed correct within $35.00. The actual financing of the Project has come from the following sources:

| | |
|---|---|
| Bancroft Fund | $ 6,000.00 |
| Bancroft Fund | 3,000.00 |
| Lucius N. Littauer Foundation | 6,000.00 |
| Residue from 1948-49 appropriation | 284.69 |
| | $15,284.69 |

Having spent only slightly over $15,000, the Project has remained well within its budget.

The third table has been designed to show how expenses have been distributed among the various Project functions. As has been pointed out above, the unpaid overtime devoted by Interviewers to processing papers and indexing memoirs, detracts from the accuracy of these statistics. Nevertheless, they demonstrate roughly how Project funds are used.

The last table is a statistical comparison of the work done by the Project in 1949-49 with that done in 1949-50. The increased efficiency shows up in the fact that every 1949-50 figure is more than twice the preceding year's total.

Respectfully submitted,

Dean Albertson

Dean Albertson
Assistant Director
Oral History Project

To:
Dr. Carl M. White
Director of Libraries

v 1, 1950

| | No. of Interviews | Hours Interviewed | Pages Manuscript | Documents Microphoto | Documents Deposit | Miscellaneous Gifts |
|---|---|---|---|---|---|---|
| Albertson, Ralph S. | 1 | 1 1/4 | 46 | 12 | | |
| Allen, William H. | 13 | 24 1/4 | 487 | 213 | 298 | |
| Amen, John N. | 1 | 1 | 18 | | | |
| Adams, James Truslow | | | | 1,235 | | |
| Anderson, William H. | 5 | 6 | 118 | | 9 | |
| Ansorge, Martin C. | 3 | 3 1/2 | 74 | 25 | | |
| Baldwin, Joseph Clark | 3 | 2 3/4 | 61 | 268 | 1 | |
| Belknap, Mrs. Sally | | | | 46 | | |
| Belmont, Mrs. August | 2 | 2 3/4 | 63 | 11 | | |
| Bennet, William S. | 5 | 8 3/4 | 195 | | | |
| Binkerd, Robert S. | 4 | 6 | 100 | | | |
| Bird, Hobart S. | 1 | 1 1/2 | 55 | | | |
| Blair, Paxton | 1 | 3/4 | 25 | 1 | | |
| Boole, Mrs. Ella A. | 2 | 2 | 35 | | | |
| Bruere, Henry | 6 | 6 | 170 | | | |
| Bunzl, Mrs. Walter | 1 | 1 | 24 | 54 | | |
| Burlingham, Charles C. | 5 | 5 1/2 | 42 | 91 | | |
| Chapman, Alger B. | 2 | 2 | 42 | | | |
| Childs, Richard S. | 1 | 2 | 48 | | | |
| Colby, Bainbridge | 2 | 3 1/2 | 43 | | | |
| Collins, Joseph | 15 | 16 | 62 | 64 | | |
| Combs, George H., jr. | 4 | 4 3/4 | 116 | | | |
| Coudert, Frederic R. | 7 | 6 3/4 | 167 | 2,130 | | |
| Cruger, Bertram | 2 | 1 1/2 | 28 | | | |
| Delano, William A. | 2 | 3 | 61 | | | |
| Dickstein, Samuel | 4 | 3 1/2 | 60 | | | |
| Dix, Mrs. John A. | | | | | 966 | |
| Dorr, Goldthwaite H. | 4 | 5 | 98 | | 1 | |
| Duer, Miss Caroline K. | 1 | 3/4 | 74 | | | |
| Durstine, Roy S. | 2 | 2 | 49 | | | |

| | No. of Interviews | Hours Interviewed | Pages Manuscript | Documents Microphoto | Documents Deposit | Miscellaneous Gifts |
|---|---|---|---|---|---|---|
| Earle, Mrs. Genevieve | 3 | 4 1/4 | 115 | 1 | 2,577 | |
| Emerson, Haven | 2 | 3 1/4 | 103 | 663 | | |
| Farley, Edward P. | 2 | 2 | 44 | | 324 | |
| Flexner, Abraham | | | | | 91 | |
| Flynn, Edward J. | 1 | 1 | 24 | | | |
| Folks, Homer | 4 | 4 | 98 | | | |
| Fosdick, Raymond B. | 2 | 2 | 55 | | | |
| Frank, Jerome N. | 2 | 2 1/4 | 51 | | | |
| Gavagan, Joseph A. | 1 | 2 | 41 | | | |
| Gerard, James W. | 3 | 4 | 100 | | | |
| Greenstein, Robert | 1 | 2 1/2 | 40 | | | |
| Hand, Learned | 3 | 5 1/2 | 100 | | | |
| Harriman, Florence J. | 1 | 1 1/2 | 37 | | | |
| Hay, Marley F. | 1 | 3/4 | 19 | | | |
| Heffernan, John A. | 4 | 3 3/4 | 83 | | | |
| Hendrick, Burton J. | 2 | 3 | 59 | | | |
| Hettrick, John T. | 4 | 8 | 202 | 5 | | |
| Isaacs, Julius | 1 | 1/2 | 28 | | | |
| Isaacs, Stanley | 7 | 7 | 260 | | | |
| Keogh, Eugene J. | 4 | 3 3/4 | 68 | | | |
| Koenig, Samuel S. | 2 | 3 | 53 | | | |
| Krock, Arthur | 2 | 3 1/2 | 120 | | | |
| La Guardia, Mrs. Marie | 1 | 2 | 56 | | | |
| Lasker, Albert D. | 6 | 8 | 169 | 6 | 1 | |
| Lazarus, Reuben A. | 12 | 11 1/2 | 334 | 32 | | |
| Lee, Warren I. | 1 | 1 | 20 | | | |
| Lehman, Herbert | 1 | 1 | 23 | | | |
| Lippmann, Walter | 6 | 11 3/4 | 434 | | | |
| Longworth, Mrs. Alice R. | 1 | 2 1/2 | 64 | | | |
| McAneny, George | 6 | 8 1/2 | 75 | | | 1,854 |

| | No. of Interviews | Hours Interviewed | Pages Manuscript | Documents Microphoto | Documents Deposit | Miscellaneous Gifts |
|---|---|---|---|---|---|---|
| McCook, Philip J. | 9 | 24 1/2 | 467 | | | |
| Mack, Walter S., jr. | 2 | 2 1/2 | 75 | | | |
| Mahoney, Jeremiah T. | 5 | 6 3/4 | 192 | | | |
| Marvin, Langdon P. | 4 | 3 1/2 | 80 | 813 | | |
| Milliken, Carl E. | 5 | 5 1/2 | 140 | | | |
| Morgan, Shepard | 2 | 2 | 24 | | | |
| Morris, Newbold | 1 | 3 | 94 | | | |
| 1949 Election | 20 | 11 | 275 | | | |
| Chapman, Alger B. | 2 | 1 | 27 | | | |
| Combs, George H., jr. | 1 | 3/4 | 17 | | | |
| Dulles, John F. | 1 | 1/2 | 12 | | | |
| Flagg, William | 1 | 1/4 | 3 | | | |
| Gans, Hiram S. | 3 | 2 1/2 | 65 | | | |
| Isaacs, Julius | 1 | 1/2 | 7 | | | |
| Lazarus, Reuben A. | 1 | 1/2 | 19 | | | |
| Marcantonio, Vito | 1 | 1/4 | 8 | | | |
| Morris, Newbold | 1 | 1/2 | 13 | | | |
| Pfeiffer, William L. | 1 | 1/4 | 9 | | | |
| Ross, Paul L. | 2 | 1 3/4 | 37 | | | |
| Sher, David | 1 | 1/4 | 3 | | | |
| Todd, Jane H. | 1 | 1 | 24 | | | |
| Uviller, Harry | 1 | 1/4 | 7 | | | |
| Wells, John A. | 1 | 1/2 | 15 | | | |
| Zeitz, Abraham | 1 | 1/4 | 9 | | | |
| O'Ryan, John F. | 8 | 7 1/4 | 136 | | | |
| Parsons, Geoffrey | 2 | 1 1/2 | 26 | | | |
| Parsons, John E. | | | | | 14,736 | |
| Pink, Louis H. | 6 | 8 3/4 | 233 | | | |
| Prendergast, William A. | | | 425 | | | |
| Price, Mrs. Joseph M. | | | | | 252 | 3 |

| | No. of Interviews | Hours Interviewed | Pages Manuscript | Documents Micro-Photo | Documents Deposit | Miscellaneous Gifts |
|---|---|---|---|---|---|---|
| Purdy, Lawson | 6 | 8 1/2 | 47 | | | |
| Quigg, Murray T. | 1 | 1 1/2 | 28 | 210 | 5 | |
| Reynolds, Jackson E. | 6 | 9 1/2 | 179 | 148 | | |
| Richardson, Anna S. | | | | | 19 | |
| Robinson, Beverley | 2 | 3 3/4 | 95 | | | |
| Rodgers, Cleveland | 5 | 12 | 288 | 44 | | |
| Rose, Alex | 2 | 1 1/4 | 32 | | | |
| Ross, Paul L. | 3 | 5 | 103 | | | |
| Saxe, Martin | 6 | 7 1/2 | 40 | 185 | | |
| Schieffelin, William J. | 4 | 5 1/2 | 126 | | 7 | |
| Shotwell, James T. | 2 | 1 1/2 | 23 | | | |
| Stillman, John S. | 1 | 1 1/4 | 37 | | | |
| Stimson, Henry L. | 1 | 2 | 24 | | | |
| Strauss, Nathan | 1 | 1 1/2 | 34 | | | |
| Stoddard, Francis R. | 2 | 4 | 125 | | | |
| Tanner, Frederick C. | 10 | 12 1/2 | 275 | | | |
| Tanzer, Laurence A. | 2 | 4 | 73 | | | |
| Thacher, Thomas D. | 4 | 6 | 102 | 1 | | |
| Thomas, Norman | 4 | 6 | 157 | | | |
| Van Schaick, George S. | 2 | 3 1/2 | 93 | 8 | | |
| Veiller, Lawrence | 24 | 43 | 299 | 317 | | |
| Wadhams, William H. | 1 | 2 | 107 | | | |
| Wallander, Arthur | 1 | 1 1/2 | 41 | | | |
| Wallstein, Leonard M. | 7 | 9 1/2 | 112 | 6 | 3 | 29 |
| Whitman, Charles S., jr. | | | | | 154 | |
| Windels, Paul | 5 | 5 1/4 | 178 | | | |
| Winston, Garard B. | 1 | 1/2 | 13 | | | |
| Winter, Keyes | 11 | 14 1/4 | 245 | | | |
| | 363 | 486 1/2 | 10,281 | 6,663 | 19,434 | 1,886 |

ORAL HISTORY PROJECT

Expenses 1949 - 50

| | | |
|---|---|---|
| **Salaries** | | |
| Albertson | | |
| Bombard | | |
| Bryan | | |
| Goodwin | | |
| Link | | |
| Davidson | | |
| Jensen | | |
| Wiener | | |
| Kneaskern | | |
| Lifflander | | 11,546.47 |
| **Office Equipment and Supplies** | | |
| Wire-Recorders | 649.55 | |
| Converters | 79.56 | |
| Twinsets | 53.37 | |
| Wires | 193.46 | |
| Miscellaneous Electrical Gear | 41.60 | |
| Typewriters | 789.45 | |
| Desks | 174.00 | |
| Filing Cabinets | 95.40 | |
| Typewriter Tables | 25.00 | |
| Recorder Tables | 19.10 | |
| 3 x 5 Files | 11.40 | |
| Wire Rack | 2.10 | |
| Paper | 121.95 | |
| Carbon Paper | 42.70 | |
| Typewriter Ribbons | 23.75 | |
| Stationery | 30.60 | |
| Manila Folders | 24.78 | |
| Index Pads and Guides | 25.69 | |
| Index Cards | 9.22 | |
| Mail Trays | 10.95 | |
| Seat Cushions | 17.24 | |
| Stamps | 15.00 | |
| Parsons Papers Boxes | 28.56 | |
| Books | 27.83 | |
| Typewriter Pads | 13.00 | |
| Miscellaneous Supplies | 45.02 | 2,570.28 |

Expenses (Continued)

| | | |
|---|---|---|
| Office Expenses | | |
| Transportation | 390.85 | |
| Telephone | 89.55 | |
| Recorder Repairs | 60.90 | |
| Typewriter Rental | 97.50 | |
| Shipping Expenses | 26.36 | |
| Desks Renovated | 53.35 | |
| Electrical Wiring | 73.21 | |
| Publicity Pictures | 26.58 | |
| Washington, D.C. Trip | 56.63 | |
| Venetian Blinds | 20.80 | |
| Miscellaneous | 11.36 | 907.09 |
| | | $15,023.84 |

| | Salaries | Office Supplies | Office Expenses | Total |
|---|---|---|---|---|
| Interviewing (Research, Conferences, Interviews) | 3,700.00 | 581.02 | 554.16 | 4,835.18 |
| Transcribing (Transcribing Wires, Rewriting, Correcting manuscripts) | 3,950.00 | 1,614.04 | 183.21 | 5,747.25 |
| Final Typing (Arranging Memoir, Typing, Indexing, Obtaining signature) | 1,821.19 | 113.35 | 26.36 | 1,960.90 |
| Processing Papers (Arranging, Listing, Indexing, Having Micro-Photo work done) | 900.00 | 38.62 | | 938.62 |
| General Office Work (Filing, Letter writing, Answering Telephone, Keeping Accounts and Records) | 1,175.28 | 223.25 | 143.36 | 1,541.89 |
| | 11,546.47 | 2,570.28 | 907.09 | 15,023.84 |

| | 1948-49 | 1949-50 | Total |
|---|---|---|---|
| Men Interviewed | 21 | 82 | 103 |
| Interviews | 106 | 257 | 363 |
| Hours Interviewing | 137 | 349½ | 486½ |
| Pages Manuscript | 2,858 | 7,423 | 10,281 |
| Documents Micro-Photo | 714 | 5,949 | 6,663 |
| Documents Deposited | 10 | 19,424 | 19,434 |
| Miscellaneous Gifts | 1,883 | 3 | 1,886 |

160000

27000

17

100

12

160000

133

# REPORT ON MICROFILM 1949/1950

Total number of reels as of June 16, 1950 ..... 2309
Figure includes 138 Master Negatives.

Important collections acquired during year:

Medieval and renaissance philosophical treatises (mss. & printed books) from BM, BN, Vatican, & several American libraries; ordered by Kristeller & Moody; 36 reels.

American Periodical Series 1800-1825, from UM; 40 reels.

John Fiske letters; from HEH; 1 reel.

Alexander Hamilton papers; from LC; 46 reels.

Andrew Jackson papers; from LC; 74 reels.

Walter Lipman edtorials in N.Y. World, 1924-1931; 4 reels.

Wesley Clair Mitchell diary; 4 reels.

*Ralph Cudworth mss.; from BM; 4 reels.

*Charles Dudley Warner - Daniel Willard Fiske correspondence; from Cornell; 2 reels.

Workingman's Advocate & N.Y. Daily Sentinel; from Ohio State Archaeol. & Hist. Soc., and Wisconsin State Hist. Soc.; 6 reels.

Univ. of Chicago Ph. D. dissertations, mainly in the social sciences; 19 reels.

Mss. on Middle American Cultural Anthropology; from Univ. of Illinois; 4 reels.

OHP microfilm (1 reel each):
Ansorge, Martin C.
Belknap, Mrs. S. Yancey
Coudert, Frederic B.
Earle, Mrs. Genevieve
Hettrick, John T.
La Guardia, Fiorello
Marvin, Langdon P.
Price, Joseph M.
Quigg, Murray T.
Reynolds, Jackson E.
Rodgers, Cleveland
Whitman, Charles S, Sr.

R. S. Albertson
J. T. Adams
C. K. Deder
H. Emmerson

* Ordered for individual readers.

June 20, 1950 - 36 reels of S.T.C. microfilms from University Microfilms

Processing Statistics
July 1949 - June 1950

Seligman Books processed into chronological file — 5,160 + 331 = 5,491
(This completed processing of books up to 1850 — the total number being 15571) + 331 = 15904

Seligman Broadsides placed in folders in chronological order — 1043
(These are not quite finished but will be before June 30th)

Seligman pamphlets processed into chronological file — 331
Up to 1850 these were placed in envelopes

Seligman books catalogued - March to May — 240
(all 16th century books have been completed)

Complete

BOOKS RECEIVED IN SPECIAL COLLECTIONS
WHICH WERE ORDERED ON OUR FUNDS
July 1, 1949 to July 1, 1950.

| | | |
|---|---|---|
| Fund 293, | Special Collections | 170 |
| " 4293, | Special Collections | 320 |
| " 409, | Bronson Howard | 1 |
| " 456, | Manners | 65 |
| " 482, | Smith | 39 |
| " 497, | Lodge | 83 |
| " 510, | Benjamin | 3 |
| " 530, | Epstean | 142 |

~~874~~ 823

From Cataloging Department (July 1 to June 1, 1950)..... 5181 incomplete

Statistics - July 1949 - May 1950

Reader Visits:

| | |
|---|---|
| Books and Manuscripts | 5456 |
| Microfilm | 857 |
| Total | 6313 |

Use of Material in Reading Room:

| | |
|---|---|
| Books | 11791 |
| Manuscripts | 396 |
| Microfilm | 1040 |
| Total | 13227 |

580
720
1300

Loans:

| | |
|---|---|
| Intramural | 1001 |
| Local Interlibrary | 8 |
| Circulation | 10 |
| Total | 1019 |

Total use of materials .....14246

---

Growth of the Collections:

A. By Transfer:

| | |
|---|---|
| Manuscript Catalogs | 580 |
| Transfers from G. L. | 286 11 = 26 |

B. New Cataloging .....5448

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Preparation of Materials:

Catalogued material received from Cataloging Dept.

| | |
|---|---|
| Books | 5288 |
| Microfilm | 160 |
| Total | 5448 |

complete → (150 old; 10 new)

| | |
|---|---|
| Catalogue cards received | 5519 titles |
| Books sent for Binding, repair etc. | 637 |
| Manuscript listing | 197 |

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Exhibits:

July - Sept. Parsons Railroad Prints to illustrate Railroads of 100 years ago. Third floor - Butler

Sept - June Goethe - in commemoration of the 200th anniversary of Goethe's birth 1749-1949. Third Floor - Butler

October Books and manuscripts relating to India. for Convocation at which Prime minister Nehru was awarded the degree of Doctor of Laws. Arranged by Dr. Mendelsohn. Rotunda - Low Memorial

Material received from the Cataloging Department
July 1949 - June 1950

| | | | | |
|---|---|---|---|---|
| B | 4831 | + 360 | = 5,191 | |
| Book Arts | 239 | + 13 | 252 | |
| Bronson Howard | 1 | | | |
| Dramatic Museum | 5 | | | |
| E | 4 | | | |
| Epstean | 11 | | | |
| Joan of Arc | 72 | | | |
| Johnson | 3 | | | |
| Mary Queen of Scots | 3 | | | |
| ~~Microfilm~~ | ~~160~~ | | | |
| Park Benjamin | 126 | + 5 | = 131 | |
| Reference | 9 | | | |
| Seligman | 295 | + 2 | = 297 | |
| X | 96 | + 71 | = 167 | |
| Y | 20 | | | |
| Z | 28 | | | |
| | | 451 | | |
| Total | 5917 | | 6,368 | |

Theses 152

6,520

Lodge -83

Smith -39

122

+122

6,642

-160

6,482

Mss. Cats. 580

Microfilms 405

+405

6,887

STATISTICS, Totals, JUNE 1950

| | |
|---|---|
| Number of registered readers | 108 |
| Number of readers' visits | 189 |
| Number of volumes used in the reading room | 373 |
| Number of uses of volumes | 480 |
| Manuscripts serviced in the reading room | 45 |
| Microfilm serviced in the reading room | 48 |
| Mail Readers | 65 |
| Intramural | 59 |
| Local Interlibrary Loan | 1 |
| Number of books on reserve for class | 258 |
| Use of books on reserve for class | 13 |
| Books sent to cataloging Dept. | 129 |
| Books received from Cataloging Dept. | 451 |
| Catalogue cards received | 561 |
| Books sent to Binding Dept. | 20 |
| Coykendall Sent for cataloging | 53 |
| Manuscripts listed | 95 |
| Transfers (selected) | 5 |

480
45
13
796
258
538

796
48
1
59
904
258
646

5448
451
5899